



CSF

Deloitte- Congratulations, offer of employment

1 message

Deloitte <Deloitte@successfactors.com>

To: GowriShankar Singamsetty <singamsettyshankar7@gmail.com>

Cc: Ritika <RITIKAVIJ@deloitte.com>

Wed, Nov 23, 2022 at 8:06 PM

Dear GowriShankar Singamsetty

Great companies are made up of talented individuals working together, and we are excited to offer you the opportunity to become a great addition to our team. We are pleased to extend the offer to you to join us in the role of Consulting-ETP-Oracle-Freshers-Analyst. You can review the details of your offer letter by clicking [here](#): View/Accept Offer ...

Log into your Candidate Profile account, click on the "MY OFFERS" tab and then the "Accept Offer" link (on the right hand side of your screen).

Accepting the offer online is important, even if you have already given your verbal agreement, as the next steps in your hiring and onboarding process will be initiated at that time.

If you have additional questions you can call your recruiter or send them an email by clicking on the "Email Recruiter" link.

We are looking forward to you joining our team!

Regards
Talent Team
Deloitte India




Principal
Satya Institute of Technology and Management
Vizianagaram

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046009

Technology Hub, Special Economic Zone

Plot No. 3A, Sector 126, NOIDA 201 304, UP, India

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Registered Office: 306 Sudharth, 96, Nehru Place, New Delhi-110019, India.

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OFFER & APPOINTMENT LETTER

Offer Release Date: September 11, 2022

Dear Maradana Monika,
C-59 Maharanipecta, Bobbili Mandam
Bobbili, Vizianagaram, Vizianagaram,
Andhra Pradesh, India, 535558

Dear Maradana Monika,

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as "HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET) in band E1.1**

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

You are requested to join us on **September 15, 2022** at 9:00 A.M at the following address **Chennai-SEZ, SDB2 Sholinganallur 602/3**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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

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

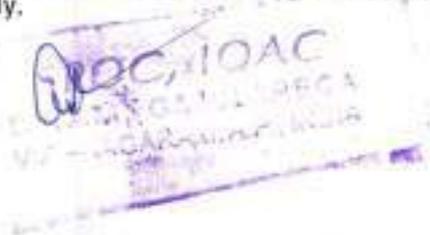
Your Total Compensation will be **425000** per annum, outlined in **Annexure I**.

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

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

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

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



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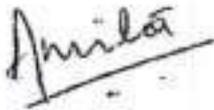
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

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

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

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

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards



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ANNEXURE II

Welcome aboard...

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai

2. Medical Check up

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

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

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

5. Notice Period/ Separation

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


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

6. Agreements

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

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

7. Background and Reference Check

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

8. Working Hours

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

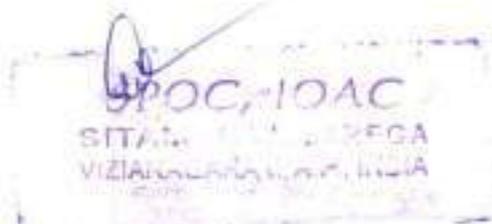
9. Mobility

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

10. Deputation/ Transfer

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

11. Retirement


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

12. Other benefits

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

13. Correctness of the Details Furnished

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

14. Data Protection:

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

15. Other Rules and Regulations of the Company

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

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

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

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Annexure III

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

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

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

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

Things to Remember

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

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

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

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

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

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

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

Location of HCL Onboarding Team for joining formalities:

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

SPOC TOAC
3/1/2024
10:00 AM

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

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

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

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

↓ **Disclaimer:**

- ↓ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

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

BASIC SALARY

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

MONTHLY ALLOWANCES

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

VARIABLE PAY

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

Performance Bonus (PB):

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

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

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

RETIRALS & INSURANCES BENEFIT

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

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

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

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

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

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

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

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

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

Disclaimer

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

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

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: C-59 Maharani-peta, Bobbili Mandam
Bobbili, Vizianagaram, Vizianagaram,
Andhra Pradesh, India, 535558
Email ID: maradanamonikamonu10@gmail.com
Telephone Number: 7416225667

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This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "Company Parties"), to which I have been privy to by virtue of being an employee of the Company. I understand that "Confidential Information" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "Prior Inventions"), which belong to me, which relate to the

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HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

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

T. +91 120 4024700, 3337000 F. +91 120 2425633

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

www.hcltech.com

www.hcl.com

Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "Inventions"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.


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Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

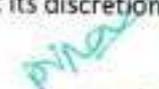
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.


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In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

S.P. Singh, IOAC
SIT, FCA
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HCL TECHNOLOGIES LTD.

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10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

Maradana Monika

September 11, 2022



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Dear Middapa Vishal,

Following our recent discussions, we are delighted to offer you the position of Intern at Sagar Software Solutions Private Ltd. On joining Sagar Software Solutions, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice. As a member of Sagar team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice, and results that you provide as a representative of Sagar Software Solutions. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

On joining date, you will get Call Letter with below details:

Title: Intern

Date of Joining, Reporting Time: **We will update via mail Communication**

Note: **First one month is considered as training with Half Pay.**

Package: **2.4lakh to 3.0lakh per annum based on training performance.**

Following the offer letter, a progression and performance review will be conducted on a yearly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise. You are not entitled to take any leaves during the three months' probation period. Any leaves taken will be considered as Loss of pay. This arrangement may be terminated by either party upon notice in writing to either party with notice period that complies with Employment Standards (or Labor Standards) for India. We look forward to meeting you on above mentioned "Date of Joining & Reporting Time" at our office and we assure that Sagar Software Solutions atmosphere is successful and mutually challenging and rewarding.

Note:

- 1) A non-adherence to this clause will not be eligible to get to the offer and relieving letter from the organization during your exit.
- 2) The above will be applicable once you receive the Call letter after joining on the above date mentioned.

Best regards,

G. Srinivas

ON 12/11/2018

HR Manager

Sagar Software Solutions Pvt. Ltd.

Phone Number: 9010182666 Mail: contact@sagarsoftwaresolution.com

Website: www.sagarsoftwaresolution.com Locations: India

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Vijayawada / Rajahmundry / Vishakapatnam / Hyderabad
contact@sagarsoftwaresolution.com +91 9010182666
www.sagarsoftwaresolution.com



Zoho Technologies Private Limited

Registered Office: Flat No: 2, 361, Avvai Shanmugam Salai,
Lloyds Road, Gopalapuram, Chennai, Tamilnadu, 600 086.

Ph: +91-44-6744 7070

www.zohocorp.com

Date: 10-Nov-2021

To

Ms.SOMESWARI PAPPALA,
2-60, MAMIDIVADA, KOTHURU,
RAMBILLI,
VISAKHAPATNAM-531061, ANDHRA PRADESH.

Dear Ms.SOMESWARI PAPPALA,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **TECHNICAL SUPPORT ENGINEER** with **ZOHO TECHNOLOGIES PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.


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Branch Office:
16-237, Srialahasti Road, Renigunta Pillapalem,
Renigunta, Andhra Pradesh, 517 520. Ph: 877-3352400

Corporate Identification No: U52100TN2011PTC080778

e-mail ID: hr-team@zohocorp.com



ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Technologies Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be required to work in shifts (including night shifts) at any time, during the term of your employment with the company. You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.


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NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.


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VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **10-Dec-2021**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

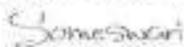
I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO TECHNOLOGIES PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:  Date of Offer acceptance: 11 Nov 2021
Name : SOMESWARI PAPPALA Place : Vizianagaram



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Vizianagaram



ANNEXURE A

NAME : SOMESWARI PAPPALA
DESIGNATION : TECHNICAL SUPPORT ENGINEER

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	38080	456960
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	40000	480000
Prosperity Sharing Plan		80000
Compensation for the first year		560000

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

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[Handwritten Signature]
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ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Medclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

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Mindtree Offer Letter

1 message

<Campus@mindtree.com>
To: SARITALAXMI96@gmail.com

Tue, 12 Apr 2022 at 11:01 am



Dear Dasari Saritha Lakshmi,

Mindtree strives to be a leader in using digital technologies in everything we do, and this helps us in building a sustainable business. In this regard, please find attached your offer letter. This takes us to the next level of digital evolution in making a paperless office by implementing digital signature. As a next step, you should be digitally accepting this offer letter for your candidature with Mindtree to be processed further and completing your on-boarding activity.

Wishing you all the very best! Welcome to possible!

Please click here to view and sign the offer letter.

Note: This letter is valid for a period of five days from the date mentioned in this offer.

Regards,
Mindtree Talent Acquisition

<http://www.mindtree.com/ena/0/ds/ta/naet.html>


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Wipro Offer Letter

1 message

Wipro offer letter <wipro+email+356sa-0622144375@talent.icims.com>
Reply-to: Wipro offer letter <wipro+email+356sa-0622144375@talent.icims.com>
To: singamsettygowrishankar@gmail.com

Thu, Jan 20, 2022 at 11:38 PM

January 20, 2022

Dear **Gowrishankar Singamsetty**,

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

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

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

We request you to accept the iCIMS Offer Letter within 30 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

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

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

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.
[Click to Complete](#)

Your Login Information:

Login Name: singamsettygowrishankar@gmail.com

(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
(Global Campus Hiring Team| Wipro Limited)

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

<https://wipro.icims.com/icims2/?r=589422851100&contactId=17369650>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND


SPOC, IQAC
SIT
VIZIANAGARAM


Principal
Satya Institute of Technology and Management
Vizianagaram

Sopra Steria (India) Limited
Survey Space Ltd. Electronic Zone, Building 4
Plot No. 20 & 21, Sector - 115
Gurgaon (Gurgaon) Haryana (H.P.) - 201304, India
T: +91 120 300 1330
www.sopraSteria.in

Subject: Letter of Intent

Dear Nemani,

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an indicative offer, and we expect to release the formal appointment letter upon your joining our organization subject to your acceptance of the terms of appointment and completion of prescribed formalities at the time of joining.

The brief terms of employment are mentioned below. The detailed terms and conditions document will form part of your Appointment letter.

1. Your job title will be **Engineer Trainee**.
2. Your compensation would be **INR 6,00,000** per annum. Break-up of the Annual Salary will be given to you in your Appointment Letter at the time of joining.
3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai**. However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your degree qualification, course completion with minimum of 60% aggregate marks.
5. On joining, you will be required to execute a Bond of INR 2,00,000, along with a surety, to serve the Company for a minimum period of 36 months (exclusive of notice period, if any).

The Company reserves the right to change/modify/cancel the terms and conditions of employment, as it deems fit, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The company further reserves the right to conduct a third-party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination.

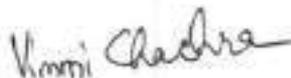
The validity of this offer is subject to your joining us on or before **July - August 2022**.

Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For Sopra Steria (India) Limited



Authorized Signatory


SPOC, IOAC
SIT, VIZIANAGARAM
VIZIANAGARAM, AP


Principal
Satya Institute of Technology and Management
Vizianagaram

Accepted and Confirmed

Name: Father's Name :

Signature: Date :

Contact Details:



TCS Offer Letter

1 message

TCS Recruitment - Entry Level <recruitment.entrylevel@tcs.com>
Reply-to: recruitment.entrylevel@tcs.com
To: shivanichowdhary1503@gmail.com

Sat, Oct 16, 2021 at 10:20 PM

Dear **Shivani Chowdhary**,

Congratulations! We are delighted to inform you that you have been successfully completed our initial selection process. We are pleased to share the TCS Offer Letter with you.

Your Offer Letter is available to in your NextStep account.

Follow the instructions given below to accept your Offer Letter:

1. Connect to the internet and click on the link: <https://nextstep.tcs.com>,
2. Login to the system using your Login Credentials.
3. To accept the offer letter, click on Offer Letter.
4. Click on **I Accept** button to accept the offer
5. Once you accept the offer letter, you can download the same.

We will be in touch with you to keep you abreast of the latest happenings at TCS.
Looking forward to hearing from you soon!

For any query, please contact 1800-209-3111(toll free) / ip.support@tcs.com

Warm Regards,
Talent Acquisition Group
TATA Consultancy Services

TCS NextStep (<https://nextstep.tcs.com>) can also be accessed from Android and iPhone.

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you


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Vizianagaram



TCS Offer Letter

1 message

TCS Recruitment - Entry Level <recruitment.entrylevel@tcs.com>
Reply to: recruitment.entrylevel@tcs.com
To: saranyapathi981@gmail.com

Sat, 16 Oct 2021 at 9:41 pm

Dear Pathi Saranya,

Congratulations! We are delighted to inform you that you have been successfully completed our initial selection process. We are pleased to share the TCS Offer Letter with you.

Your Offer Letter is available to in your NextStep account.

Follow the instructions given below to accept your Offer Letter:

1. Connect to the internet and click on the link: <https://nextstep.tcs.com>.
2. Login to the system using your login Credentials.
3. To accept the offer letter, click on Offer Letter.
4. Click on I Accept button to accept the offer.
5. Once you accept the offer letter, you can download the same.

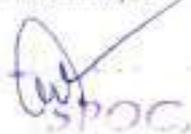
We will be in touch with you to keep you abreast of the latest happenings at TCS. Looking forward to hearing from you soon!

For any query, please contact 1800-209-3111 (toll free) / ts.support@tcs.com

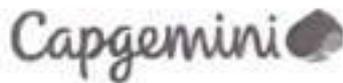
Warm Regards,
Talent Acquisition Group
TATA Consultancy Services

TCS NextStep (<https://nextstep.tcs.com>) can also be accessed from Android and iPhone.

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you


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Vizianagaram



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400706, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1341355

Letter of Intent ("LOI")

Dear Murali Borapureddy,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.




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Vizianagaram

Upon joining Caggemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@caggemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1341355**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1341355**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1341355**

Thanking you,

Yours Sincerely,

For & On Behalf of Caggemini

Tejinder Sethi

Head - Fresher Hiring

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



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Vizianagaram

ANNEXURE 1

Murali Borapureddy
Analyst and A4

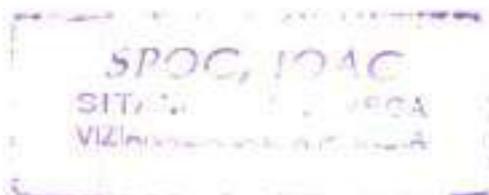
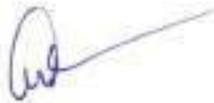
Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U65110PN1903PLC145950



Principal
Satya Institute of Technology and Management
Vizianagaram

Date: 15/03/2022

Intent to Offer

Dear Mandava Manasa,

Syntellect ID: ASBE20168194

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

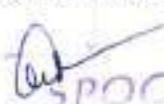
This Offer of Intent is valid subject to:

- Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **50%** and no standing backlogs
- You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.


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If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,
For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature




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Satya Institute of Technology and Management
Vizianagaram

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name:	Mandava Manasa	
Designation:	Associate Consultant	
Band & Grade:	GCM 1	
	Annual	Monthly
Basic Salary	119,000	9,917
Basket of Allowances (BOA)	175,000	14,583
Gross Pay & Allowances	294,000	24,500
Provident Fund (PF)	21,600	1,800
Statutory Bonus	24,400	2,033
Statutory & Retirals Benefits	46,000	3,833
	340,000	28,333

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ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC



 Principal
 Satya Institute of Technology and Management
 Vizianagaram

June 24, 2022

HRD/100334.3246/22-23

Ms. Maradana Monika
Maharani Peta Street,
Bobbili, Vizianagaram
Bobbili, vizianagaram-535558
India

Ph: +91-7416225667

Dear Maradana,

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

Here are the terms and conditions of our offer:

Definition

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

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

"Company" refers to Infosys Limited.

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

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

Joining

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

Location

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

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

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


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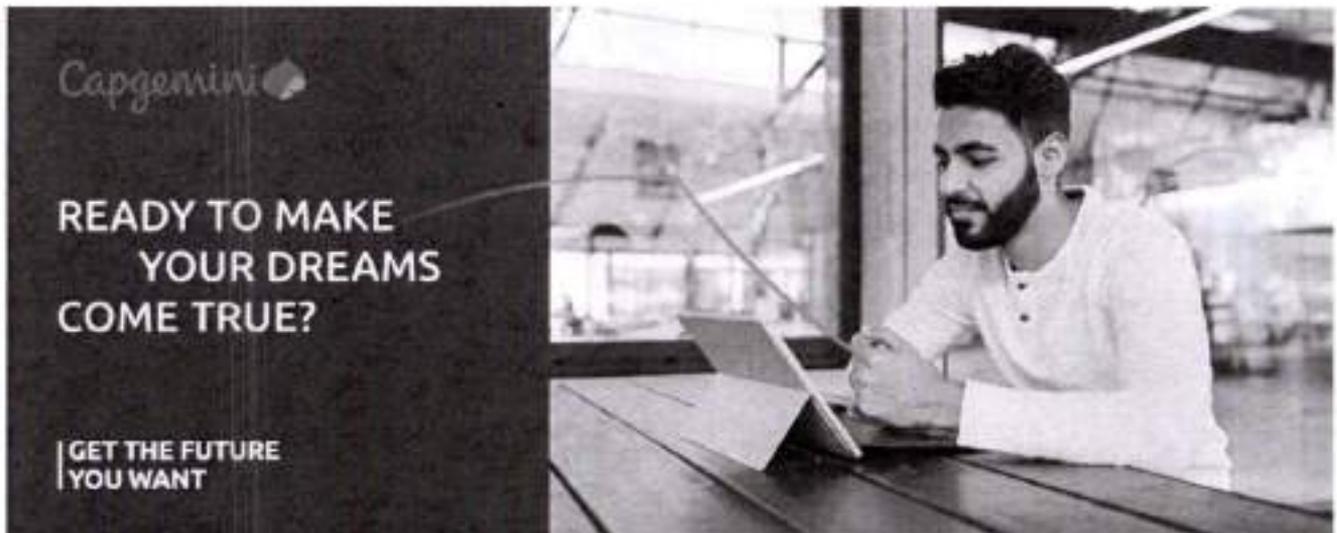


Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Capgemini via Superset <notifications@email.joinsuperset.com>
To: kalyan18b61a0507@gmail.com

Thu, 7 Apr, 2022 at 2:07 PM



Dear Boora Kalyan,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

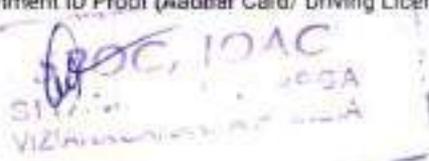
During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Apr 15, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)



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- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

[Go to Offer Page](#)

Capgemini

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To view our candidate privacy notification please [click here](#).

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TCS Offer Letter

1 message

TCS Recruitment - Entry Level <recruitment.entrylevel@tcs.com>

Sat, 16 Oct, 2021 at 10:04 pm

Reply to: recruitment.entrylevel@tcs.com

To: saidheeraj164@gmail.com

Dear **Dheeraj Palakodeti**,

Congratulations! We are delighted to inform you that you have been successfully completed our initial selection process. We are pleased to share the TCS Offer Letter with you.

Your Offer Letter is available to in your NextStep account.

Follow the instructions given below to accept your Offer Letter:

1. Connect to the internet and click on the link: <https://nextstep.tcs.com>.
2. Login to the system using your Login Credentials.
3. To accept the offer letter, click on Offer Letter.
4. Click on **I Accept** button to accept the offer.
5. Once you accept the offer letter, you can download the same.

We will be in touch with you to keep you abreast of the latest happenings at TCS. Looking forward to hearing from you soon!

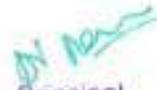
For any query, please contact 1800-209-3111(toll free) / ip.support@tcs.com

Warm Regards,
Talent Acquisition Group
TATA Consultancy Services

TCS NextStep (<https://nextstep.tcs.com>) can also be accessed from Android and iPhone.

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Vizianagaram

Date: 12-Jun-2022

To

Chandini Bogurothu
INDIA

Dear Chandini Bogurothu,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

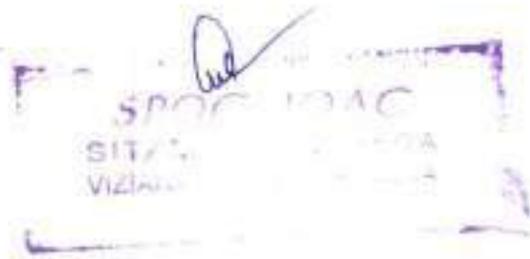
b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.




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Mindtree

A Larsen & Toubro Group Company

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre-orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional documents over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited

Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION



Principal
Satya Institute of Technology and Management
Vizianagaram

Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Chandini Bogurothu**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	CHANDINI BOGUROTHU

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

- Name** : Chandini Bogurothu
- Salary Grade** : C1
- Designation** : ENGINEER
- Stipend** : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 600,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,500,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.


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Annexure 2

Compensation stack effective from date of confirmation

Name : Chandini Bogurothu

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	352,008
Bonus / Variable Compensation**	48,000
Annual Cost to Company	400,008

* The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

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Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 600,000. Top up options with additional / higher insurance coverage are available as per policy.
- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

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Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.

2. The term, "the Company" refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

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Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

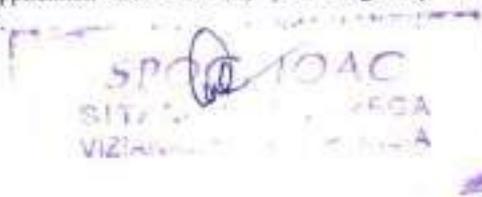
7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.



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Mindtree Ltd T +91 80 6706 4000
PVCF, First, Mysore Road F +91 80 6706 4100
Bangalore 560 059 W www.mindtree.com

Candidate No: TS/06016673/22



If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of INR 26,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 400,008.00 per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

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10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

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11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

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11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.

12.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

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14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Hyderabad to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Hyderabad, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

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17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

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Regent@Mindtree.com | 2023-04-21 (MT-13)



Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.



4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

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Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- o Product of ideas and hard work
- o Confidential data
- o Any business/functional plan
- o Personal information
- o Design
- o Processes and know-how
- o Any internal databases
- o Patents /application
- o Copyrighted material
- o Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- o Benefiting a third party,
- o Having reciprocal dealings for personal benefits,
- o Acquiring pirated, illegal unlicensed software,
- o Receiving or giving extensive gifts/presents,
- o Following any practices that lead to monopolies or restrict trade,
- o Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

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Vizianagaram

Mindtree Ltd, Global Village

T +91 80 6706 4000

RVCE Post, Mysore Road

F +91 80 6706 4100

Bangalore 560 059, India

W www.mindtree.com



12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : _____

Name : Chandini Bogurothu

Date : Jun 14, 2022

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Mindtree Offer Letter

Final Audit Report

2022-06-14

Created:	2022-06-12
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAL5vaEfdvSF.jj59kDILj3cwQ1KTrDUI3

"Mindtree Offer Letter" History

- Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2022-06-12 - 12:32:58 PM GMT - IP address: 20.44.38.221
- Waiting for Signature by Bogurothu Chandini (chandinibogurothu@gmail.com)
2022-06-12 - 12:33:02 PM GMT
- Document e-signed by Bogurothu Chandini (chandinibogurothu@gmail.com)
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Signature Date: 2022-06-14 - 2:49:06 AM GMT - Time Source: server - IP address: 157.48.155.207
- Agreement completed.
2022-06-14 - 2:49:06 AM GMT

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HRD/3T/1003340682/22-23

Ms. Maredi Priyanka Venkatrao
Door No.2-17,
Bp Colony Kanchili,Srikakulam District
Kanchili-532290
India

Ph: +91-8340880039

Dear Maredi Priyanka,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.06.22 16:49:51 IST
Reason: Digitally Signed
Location: Bangalore


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CITY: VIZAG
VIZAG


Principal
Satya Institute of Technology and Management
Vizianagaram

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

HRD/1003340682/22-23

Ms. Maredi Priyanka Venkatrao
Door No.2-17,
Bp Colony Kanchili, Srikakulam District
Kanchili-532290
India

Ph: +91-8340880039

Dear Maredi Priyanka,

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

Here are the terms and conditions of our offer:

Definition

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

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

"Company" refers to Infosys Limited.

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

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

Joining

Your scheduled date of joining the employment of the Company will be **28-Jul-2022**.

Location

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

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

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


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Training

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

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

Terms and Conditions during Training

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

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

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

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

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

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

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


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

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

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Page 3 of 10
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Compensation and Benefits

Salary

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

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

Performance-linked Incentive

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

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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


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National Pension Scheme

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

Insurance

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

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

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

Passport & Driving License

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

Notice Period

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

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


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Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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


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Page 6 of 10

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

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

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

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

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

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

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

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


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Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

Sign your name

Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 10:49:51 IST
Reason: Digitally Signed
Location: Bangalore

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


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

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

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Letter of Intent

January 14, 2023
KOMURU CHANDANA
Satya Institute of Technology and Management, Vizianagaram

Dear KOMURU CHANDANA,

We are pleased to inform you that you have been provisionally shortlisted for employment as "Software Engineer Trainee".

During the training period you will be entitled to a stipend of Rs. 15000/- per month and on successful completion of your training you will be paid a salary of Rs. 4 Lacs per annum.

You are required to sign a service agreement for a period of 2 years, before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Gudur, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexaware, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, Post you have read and understood this Letter of Intent, please send in your confirmation to career@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,

For HEXAWARE TECHNOLOGIES LIMITED

Manish Mishra

Manish Mishra
Vice President, Recruitment India & APAC

HEXAWARE TECHNOLOGIES LTD.
Regd. office: 10th Flr, 132, Hillside Business Park, Sector - 8, W Zone, IT/ITES Hub of Areas, Mahindra World, Chennai-600 076. Tel: +91 22 6791 9991. Fax: +91 22 6791 9999
CIN: L72900MH1997PLC00542196. www.hexaware.com

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You have a job offer for Systems Engineer role at Infosys



Inbox



Infosys Freshers Recru... 22 Apr
to Infosys ✓



Dear Student,

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

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

The compensation for this role is INR 36 lakhs per annum with one year of probation period from the date of allocation to the business unit. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

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

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

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

We look forward to welcoming you into the Infosys family.

Best regards,

Talent Acquisition

Infosys

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EMPLOYMENT OFFER LETTER

Cappemini Ref: 8470994/1544835

19/17/2022,
Korada Sreeshha.

Man Veedhi
Birkululam, Andhra Pradesh
India.

Confidential

Dear Korada Sreeshha,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Cappemini Technology Services India Limited ('Cappemini' or 'Company') starting from 12/27/2022 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/A4**.
- B) You will be required to work at the Company's offices in **Bangalore**.
- C) You have to report by 9:00 am at **Bangalore** office, for joining formalities and contact security at the main gate for your entry pass at:

Address:
164-165, EPIP Phase II,
EPIP Industrial Area, Whitefield, Bengaluru 560066.

Please note that your name mentioned in the offer letter will be used to create your employee records in Cappemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name, please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 400,010.00 (Rupees Four Lakh And Ten Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

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Analyst

Rs.400,010.00

Total Cost to Company (CTC)

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements - 1 #	Rs.1,860.00	Rs.22,680.00
Other Allowances and Reimbursements - 2 +	Rs.530.00	Rs.10,068.00
Advance Statutory Bonus **	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.29,878.00	Rs.358,536.00
Company's contribution to PF †	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.388,800.00
Total Cash Compensation		Rs.388,800.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs.400,010.00

You need to choose any of the following optional instruments that are a part of the Other Allowance and Reimbursements - 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

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* You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements - 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (DAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc.), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
6. These statutory payments are included based on current applicable practices and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any change/modification to statutory payment.
7. Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
8. All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation based on bills submission.
9. This is the maximum limit you are eligible for. You may choose any of the optional components under Other Allowance & Reimbursements - 2. Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

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E.) The following elements are included in the compensation package stated above:

1. **Provident Fund:** You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. **Gratuity:** Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. **Group Medical Insurance:** In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance Policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. **Group Personal Accident Insurance:** You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. **Group Term Life Insurance:** You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. **Transport Facility:** Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. **Annual Leave/Public Holidays:** You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) You shall be eligible for following additional one-time payout:

- **Special Incentive:** You shall be eligible for one-time incentive of INR 25,000.00/- (Rupees Twenty Five Thousand Only) post completion of one year of service from your date of joining with the Company. This payment will be made to you in the subsequent payroll cycle post completion of one year and will fully taxable. However, in the event that you are not an active employee of the Company (i.e. terminated or you resign from employment or for any other reason) post completion of one year but before the disbursement of one-time incentive, you shall not be entitled for this one-time incentive post.

H.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

I.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

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d.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a. You will submit relevant documents as mandated by the Company.
 - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
 - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
 - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
 - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini).
 - g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared, and
 - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
 - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
 - a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 02/25/2023 (for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up graduation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, during which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.
 - j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
 - k. You will join our Fresher training if applicable to you and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.


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K.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Caggenini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Caggenini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Caggenini Technology Services India Limited



Saji Mathew

Head - Talent Acquisition

Acceptance

I have read and understand the contents of this Employment Offer Letter and Exhibits hereto (hereinafter "Letter") and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Caggenini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Korada Sreelaksha

Date: 10/17/2022


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EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or on customers' sites both within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- one location to another; or
- one team/department/account/function/Business Unit to another; or
- one project/job to another; or
- the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisites at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;
- directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.


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5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Cappellini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platform/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Cappellini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Cappellini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor offer or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes (such and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc. and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of, (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

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5.15. You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, contact provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) in such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

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6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively "Developments") that:

- (i) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- (ii) results from tasks assigned to you by the Company; or
- (iii) results from the use of premises or personal property (whether tangible or intangible) loaned, leased or contracted for by the Company or its affiliate;

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting therefrom to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual, irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively "Moral Rights"). If you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.





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7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Caggemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner, joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business, or other commercial enterprise; (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the official and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

b) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's assets/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding due towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

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Dr. Ravi
Principal
Satya Institute of Technology and Management
Vizianagaram

c.) Effects of Cessation of Employment:

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the inurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactments (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove, it will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Caggemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Caggemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Caggemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.


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CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____ do hereby provide my express consent to my employer, Cogemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase II, MIDC - SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
 - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
 - b) payroll processing agencies for processing my payroll (including reimbursement claims),
 - c) law enforcement agencies,
 - d) to comply with a judicial/quasi-judicial order,
 - e) auditor (including internal auditors, statutory auditors or Cogemini's clients or their auditor) for the purpose of audit,
 - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
 - g) service providers providing services for biometric access to office premises for monitoring attendance,
 - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
 - a.) affiliates of the Company for administrative purposes and/or audit,
 - b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:
Signature:
Date:


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ANNEXURE I (A)

Joining Documents

Please carry two set of photocopies along with the original documents for verification as mentioned below:

I. Academic qualification (Highest qualification as applicable):

- Highest Academic Qualification – all semester marksheet and certificates
- Provisional Certificate OR Convocation OR Degree certificate
- If Applicable- Diplomat Completion Certification(s) for specialized courses

II. Employment experience related documents(As applicable):

a. Current Employer
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)

- Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
- Pay slips for last 3 months

b. Previous Employers)

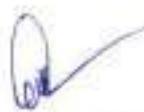
- Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (a)

III. Mandatory Documents

- UAN card copy with KYC as "YES" (not required for freshers)
- E-Aachar card copy
- Passport size photograph – 4 copies (white background)

IV. Proof of Identity (Any two):

- PAN Card (Mandatory)
- Valid Passport – All pages
- Driving License
- Voter's ID


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ANNEXURE I (B)

Background Verification

Reference terms:

Cappgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc, whichever is higher)
- Professional Experience & Employment(s) Credentials.
- Database
- Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Cappgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as required. Cappgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

*** You are required to submit all the documents at the earliest from receiving this Offer and the NES failing to which offer will be revoked ***

Fill the standard application form by clicking the New Employee Wizard (NES) link (received from SuccessFactors Onboarding -auto.noreply@cappgemini.com). (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days, please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link, update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, the Company shall not be held responsible for the same.

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers for last 5 years of employment as applicable.
- These letters should clearly mention your date of joining & last working day with your previous employers

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining***

- Campus Hire: For current year pass-outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Cappgemini**.

Court Verification Forms

- Court Record form

Note:

All these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

Important points to note:

- In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 reminders, Cappgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Cappgemini may take disciplinary action which inter alia includes termination from service without notice.

***In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. Please ensure that the relieving letter has last working day clearly mentioned.

Please note that Cappgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards,
Team HR

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Compose

Inbox 6,614

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Snoozed

Important

Chats

Sent

Drafts 50

All Mail

Spam 27

Trash

Categories

More

Labels

Subject: Offer Letter

To: <lenkapushapalatha36@gmail.com>

Dear Pushpalatha,

With Reference to the interview we had with you, we are pleased to offer you the position of **Data Validation Executive** for our Product Development

Position	Data Validation Executive
Company Location	Hill 2, IT/ITES Sez, Rushikonda,
Probation	3 Months
Salary	2,40,000/- INR (Annual CTC)

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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4233 | Fax: +91 22 7141 2121
www.capgemini.com/in-ert

Superset ID: 1351023

Letter of Intent ("LOI")

Dear Swathi Teegela,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.


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Upon joining Caggemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@caggemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1351023**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1351023**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1351023**

Thanking you,

Yours Sincerely,

For & On Behalf of Caggemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

Swathi Teegela
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man. Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91-20-8699-1000 | Fax: +91-20-8699-5050 | CIN: U85110PN1993PLC145950


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

Superset ID: 1320897

Letter of Intent ("LOI")

Dear VINEETHA MUNAGAVALASA,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.


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Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1320897**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1320897**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1320897**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

VINEETHA MUNAGAVALASA
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man. Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

ON
Principal
Satya Institute of Technology
Vizianagaram

ad
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Mindtree

A Larsen & Toubro Group Company

Date:22-Apr-2022

To

Mounika Vangapandu
INDIA

Dear Mounika Vangapandu,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

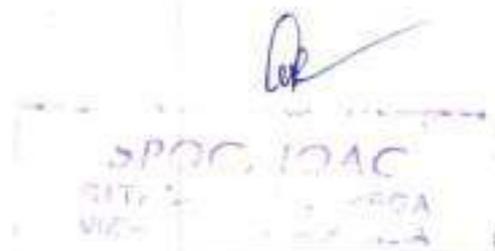
b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



Mounika
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Satya Institute of Technology and Management
Muzianagaram
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Mindtree Ltd. T +91 80 6709 4000
RVCE Post, Mysore Road F +91 80 6706 4200
Bangalore 560 094 W www.mindtree.com

Candidate No: TN1800100022

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre-orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

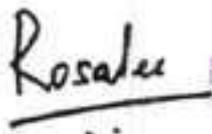
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

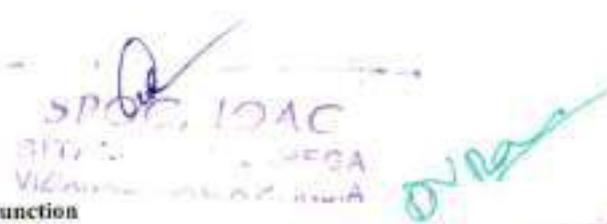
We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function


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Vizianagaram
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Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Mounika Vangapandu**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	 MOUNIKA VANGAPANDU
Your Name in Capital letters	MOUNIKA VANGAPANDU

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

- Name** : Mounika Vangapandu
- Salary Grade** : CI
- Designation** : ENGINEER
- Stipend** : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 600,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,500,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.


MOUNIKA VANGAPANDU
MOUNIKA VANGAPANDU


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Satya Institute of Technology and Management
Vizianagaram



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Annexure 2

Compensation stack effective from date of confirmation

Name : Mounika Vangapandu

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	352,008
Bonus / Variable Compensation**	48,000
Annual Cost to Company	400,008

* The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

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Vizianagaram

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Additionally, you will be provided with the following options for enhancing your coverage under GMC:

- You will be given an option to increase the coverage from INR 600,000. Top up options with additional / higher insurance coverage are available as per policy.
- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

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Vizianagaram

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Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.

2. The term, "the Company" refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

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Institute of Technology and Management
Vizianagaram
14 Apr 21, 2021



Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

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Mindtree

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If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

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10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

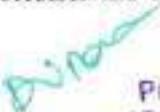
Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.


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11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company; in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

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11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.

12.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

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14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Hyderabad to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Hyderabad, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

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Principal
Satya Institute of Technology and Management
Vizianagaram
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17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

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Mindtree

A Larsen & Toubro Group Company

Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

Mindtree Ltd Global Village,

RVCE Post, Mysore Road

Bangalore 560 059, India

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F +91 80 6706 4100

W www.mindtree.com

Signature
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Vizianagaram



4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

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W www.mindtree.com

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Principal
Satya Institute of Technology and Management
Vizianagaram



Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

Mindtree Ltd., Global Village

T +91 80 6706 4000

RVCE Post, Mysore Road

F +91 80 6706 4100

Bangalore 560 039, India

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Mindtree

A Larsen & Toubro Group Company

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- o Product of ideas and hard work
- o Confidential data
- o Any business/functional plan
- o Personal information
- o Design
- o Processes and know-how
- o Any internal databases
- o Patents /application
- o Copyrighted material
- o Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- o Benefiting a third party,
- o Having reciprocal dealings for personal benefits,
- o Acquiring pirated, illegal unlicensed software,
- o Receiving or giving extensive gifts/presents,
- o Following any practices that lead to monopolies or restrict trade,
- o Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

Mindtree Ltd., Global Village

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Bangalore 560 059, India

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12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : Mounika

Name : V. Mounika

Date : Apr 23, 2022

Mounika
Stamp: SPOC, IOAC
CITY: BANGALORE

V. Mounika
Principal
Setya Institute of Technology and Management
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Mindtree Offer Letter

Final Audit Report

2022-04-23

Created:	2022-04-22
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAq5X3GDITkWP0ClyBxw1mqIHWu26GVYYD

"Mindtree Offer Letter" History

- Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2022-04-22 - 8:34:40 PM GMT - IP address: 20.44.36.221
- Waiting for Signature by Mounika (mounihimabindhu2001@gmail.com)
2022-04-22 - 8:34:44 PM GMT
- Document e-signed by Mounika (mounihimabindhu2001@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2022-04-23 - 5:14:21 AM GMT - Time Source: server - IP address: 157.47.127.5
- Agreement completed.
2022-04-23 - 5:14:21 AM GMT


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Vizianagaram

Date: July 07, 2022

Dear Bongu Sasidhar Reddy,

Congratulations! We are pleased to make you an offer to join Prolifics Corporation Private Ltd. (herein after referred as "Company" or "Prolifics"). You will be designated as **Trainee Software Engineer** under the cadre of **T1** and you are expected to join Prolifics on OR before **July 18, 2022**.

Compensation:

1. **Fixed Compensation:** Your Annual Gross Compensation for the year, which is inclusive of Basic Salary and other Compensation, is **Rs.3,50,000 per annum**.

Your association and employment will be governed by the various employee related policies and guidelines of the organization.

Work Location – You will be based in **Hyderabad** but the Company may require you to work at any of its locations and its subsidiary locations OR on customer sites, within OR outside India. The corporate HR function work out of **Prolifics Corporation Private Ltd., 14th Floor, Raheja Mindspace Hitech City Madhapur, Hyderabad – 500081, Telangana, India**

Relocation: Not Applicable

Probation: On joining you will be on probation for a period of 8 months, extendable based on performance at the discretion of the reporting manager.

Service Agreement – 36 Months

Your employment with the Company is subject to (i) your unconditional acceptance and execution of the Employment Agreement and the Intellectual Property and Confidentiality Agreement and such other documents that may be presented to you; and (ii) your delivery of the documents mentioned in Annexure-1. If you fail to sign and deliver the aforesaid documents and any other documents as required by the Company at the time of joining, your employment with the Company shall not take effect and this offer shall be withdrawn immediately without any liability to the Company, unless decided otherwise by the Company.

Termination during probation period - Your services in this Company may be terminated by giving you 1 month notice in writing, or by paying you 1 month basic pay in lieu thereof.

Termination after completion of probation period and under service agreement - Your services in this Company may be terminated by giving you 3 months' notice in writing, or by paying you 3 months basic pay in lieu thereof.


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COMPENSATION STRUCTURE

Full Name	Bongu Sasidhar Reddy	
Job Title	Trainee Software Engineer	
Cadre	T1	
	(In Rs.)	
Base Compensation	Per Month	Annualized
Basic	10,100	121,200
HRA	4,040	48,480
Statutory Allowance	583.33	7,000
Special Allowance	11,371	1,36,448
Employer PF Contribution	1,800	21,600
Total Base Compensation	27,894	3,34,728
Variable Compensation		
Organization Performance Linked Pay		-
Total Compensation		3,34,728
Retiral and Health Benefits (Annualized)		
Medical, Accident and Life Insurance		9,445
Gratuity		5,827
Cost To Company (CTC)		3,50,000

*Based on performance and 9 Box ratings, the salary will be revised upto on yearly basis as below:

Year	INR Package
After completion of 1 st year	4,25,000
After completion of 2 nd year	5,25,000
After completion of 3 rd year	6,50,000

The benefits included in the cost to company are:

- **Provident Fund** – You have to participate in Employees' Provident Fund scheme, the employer's contribution of 12% of your annual base salary is included in CTC. The details of this benefit are provided in the attached sheet.
- **Medical Insurance** – In accordance with the Company's policy you and your immediate family (i.e. spouse and unmarried dependent children OR Dependent Parents) will be covered under our Medical Insurance plan. Additionally, if you are required to travel abroad, you will be covered under our Overseas Medical Insurance Policy.
- **Group Personal Accident policy** - In accordance with the Company's policy you will be covered under our Group Personal Accident policy.
- **Gratuity** – On completion of five years of service with the Company you will be eligible for gratuity as per the Payment of Gratuity Act.

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Documents:

Our offer is subject to the completion of separation formalities at your previous employer. At the time of joining the company, you are required to produce the following documents (photocopies), as applicable:

1. Educational Qualification
 - a. SSC/Class X
 - b. Intermediate
 - c. Graduation - Degree certificate and marks cards of all years / semesters
 - d. Post Graduation - Degree certificate and marks cards of all years / semesters
2. Photos: You would be required to submit 5 passport size photographs in color.
3. Identity proof - Passport, Aadhar Card & PAN card are a must.
4. Address proof- Current & Permanent (Any utility bill - electricity, telephone, credit card, bank statement)

Background Verification— The Company will have the right to carry out background checks on the documents and information provided by you after your reporting at Prolifics. As a result of the background verification, reference checks or any subsequent inputs, if any information or documents supplied by you are found to be false or misleading, this employment contract will be rendered null and void and you will be liable to repay all expenses borne by the Company towards your hire, relocation, on-boarding, training and any salary paid to you.

Please find the below link for completing the joining formalities,

Onboarding portal : <http://onboarding.prolifics.com>
Username : sasidharb555@gmail.com
Password : password

Note: You need to complete onboarding link and upload all the documents in a week from offer released date.

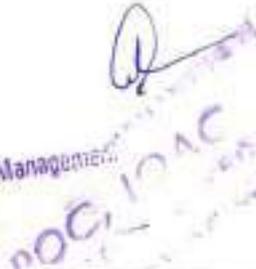
The offer automatically lapses if you are unable to join on or before the mentioned date of joining. For any request on the extension of your joining date, please contact us at urhr@prolifics.com mentioning the reason for extension and revised date. However, the company deserves the right to accept or turn down any such extension requests, which will be notified to you.

While welcoming you to Happy Prolifics, we look forward to the prospect of a long and mutual rewarding relationship.

Request you reply with your acceptance to this email.

For more information about us, please visit www.prolifics.com

This is an electronic generated document and does not require any signature.


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SAGAR

SOFTWARE SOLUTIONS

Dear Gudisetta Mahesh,

Following our recent discussions, we are delighted to offer you the position of **Intern** at Sagar Software Solutions Private Ltd. On joining Sagar Software Solutions, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice. As a member of Sagar team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice, and results that you provide as a representative of Sagar Software Solutions. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

On joining date, you will get Call Letter with below details:

Title: **Intern**

Date of Joining, Reporting Time: **We will update via mail Communication**

Note: **First one month is considered as training with Half Pay.**

Package: **2.4lakh to 3.0lakh per annum based on training performance.**

Following the offer letter, a progression and performance review will be conducted on a yearly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise. You are not entitled to take any leaves during the three months' probation period. Any leaves taken will be considered as Loss of pay. This arrangement may be terminated by either party upon notice in writing to either party with notice period that complies with Employment Standards (or Labor Standards) for India. We look forward to meeting you on above mentioned "Date of Joining & Reporting Time" at our office and we assure that Sagar Software Solutions atmosphere is successful and mutually challenging and rewarding.

Note:

- 1) A non-adherence to this clause will not be eligible to get to the offer and relieving letter from the organization during your exit.
- 2) The above will be applicable once you receive the Call letter after joining on the above date mentioned.

Best regards,

G. Harish

HR Manager

Sagar Software Solutions Pvt. Ltd.

Phone Number: 9010182666 Mail: contact@sagarsoftwaresolutions.com

Website: www.sagarsoftwaresolutions.com Locations: India

Dr. Narasimha Murthy
Principal
Savya Institute of Technology and Management
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• Vijayawada / Rajahmundry / Vishakhapatnam / Hyderabad
• contact@sagarsoftwaresolutions.com • +91 9010182666
• www.sagarsoftwaresolutions.com

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SAGAR

SOFTWARE SOLUTIONS

Dear Potnuru Tarun,

Following our recent discussions, we are delighted to offer you the position of **Assistant Data Scientist** at Sagar Software Solutions Private Ltd. On joining Sagar Software Solutions, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice. As a member of Sagar team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice, and results that you provide as a representative of Sagar Software Solutions. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

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- 2) The above will be applicable once you receive the Call letter after joining on the above date mentioned.

Best regards,

HR Manager

Sagar Software Solutions Pvt. Ltd.

Phone Number: 9010182666 Mail: contact@sagarsoftwaresolution.com

Website: www.sagarsoftwaresolution.com Locations: India | Singapore | Dubai

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9 Vijayawada / Rajahmundry / Vishakapatnam / Hyderabad
contact@sagarsoftwaresolution.com ☎ +91 9010182666
www.sagarsoftwaresolution.com

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SIT/

Vizianagaram



Offer: Computer Consultancy
Ref: TCSL/CT20213739505/Hyderabad
Date: 16/10/2021

Mr. Prasanth Vajrapu
F-4, Ganesh Recidency 2K.L Puram,
Community Hall, Autostand,
Vizianagaram-535003,
Andhra Pradesh.
Tel# -

Dear Prasanth Vajrapu,

Sub: Letter of Offer

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

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

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

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

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

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

D. N. Srinivas
Principal
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Vizianagaram

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PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

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Principal
Satya Institute of Technology and Management
Vizianagaram

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PERFORMANCE PAY

Monthly Performance Pay

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

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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.

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1. Basic Cover

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

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

2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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

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[Handwritten Signature]

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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

- *There is no criminal offence registered/pending against you
- *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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GROSS SALARY SHEET

Annexure 1

Name	Prasanth Vajrapu
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	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	

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Confidentiality and IP Terms and Conditions

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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of Technology and Management
Vizianagaram 20

Deccanpark, No-1 Software Units Layout, Madhapur, Hyderabad 500 081 India
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

CONFIDENTIAL

August 08, 2022

To,

Emandi Venkata Lalitha Kumari
26171054

Korlam(Village)
Ganthyada(Mandal)
Cheruku Kata Colony
Vizianagaram (District)
535215.

LETTER OF APPOINTMENT

Dear Emandi,

We are pleased to offer you employment with Vodafone India Services Private Limited (the "Company") appointing you as **Graduate Engineer Trainee**. Your employment with the Company will be effective from **August 08, 2022**. This position will place you in **Band I** of the Company.

1. Place of employment

Your place of work will be EON Free Zone, Kharadi, Wing - 3, Cluster - D, Ground to 4th Floor, Pune - 411014. During your employment with the Company, depending upon business requirements, you may be transferred/ deputed to any operating office or location of the Company or any Group company which may come into existence in future, in India or Abroad; or you may be required to work from home which shall at all times be based out of the home address as per office records, unless otherwise approved by the company in writing. You are expected to keep your home address updated at all times in company records during the course of your employment and maintain reasonable infrastructure at home to perform your services effectively while you are working from home (details will be provided separately). You have been provided with the IT Assets (Laptop, Peripherals etc) which you acknowledge to have received. You are expected to keep the same in a good workable condition during and post termination of your employment and any misappropriation, misplacement or damage thereof shall be accountable against you.

For adherence to the applicable regulation related to your employment and all other matters connected with the employment and to provide you any organizational support and assistance that you may require from time to time, your assigned office location be **Pune EON**.

However, your services are transferable, and you may be assigned to any other department, function, location or to another company under the same management, whether existing or to be set up in future. In such cases, your employment will be governed by the terms and conditions of service applicable at the new undertaking.

Vodafone India Services Private Limited
Business@Mumbai, Tower B, 3rd Floor,
Survey No.197, Hissa No. 2+4 to 7B,
Nagar Road, Lohagaon, Pune-411014.

T:(+91)020 71270001
www.vodafone.com

Registered Office: 201-206, Shiv Smiti, 2nd Floor, 49/A, Dr. Annie Besant Road, Above Corporation Bank, Worli, Mumbai - 400 018, Maharashtra.
Corporate Identity No. (U64201M)1999PTC294960

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Erandi Venkata Lalitha Kumari

Letter of Appointment Dated August 08, 2022

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2. Annual Compensation

Your Total Target Cash (TTC) is **INR 475,000**. Below are details for your reference. Please refer to the Annexure for a detailed breakup of your TTC.

1. Total Fixed Pay – **INR 452,381**. This includes your Basic Salary, Allowances namely House Rent Allowance, Management Allowance, Leave Travel Assistance any other allowance as applicable and Provident Fund.
2. Target Incentive – **INR 22,619**. You will be covered under the Global Short Term Incentive Plan of the Company which is a Performance-Linked Plan.

Your Target Incentive is **5%** of your Total Fixed Pay per annum.

Your actual incentive payout will be calculated based on the incentive framework published by the organization during the course of your employment and your continued employment with the Company on the date of payout.

3. Your compensation will be subject to the applicable tax rules and regulations.
4. You will be eligible for Gratuity as per the applicable Statute and other Benefits as per Company Policy. For details please refer to the Annexure.
5. Target Incentive is inclusive of the interim bonus as payable under the statute.

3. Proof of Age, address, personal details & change in such particular

You will be required to produce satisfactory proof of age, address other personal details at the time of commencement of your employment.

Proof of age is accepted and recorded on the Company's registers, you will not be permitted to seek a change in the date of birth specified by you.

You are advised to keep the details updated at all time. In case of any emergency or otherwise the latest details shared will be treated as final and any communication sent by us at the available address provided by you shall be deemed to have been delivered to you.

4. Probationary period

Your employment is subject to a probation period of 365 days from the date of joining the services of the Company. During this probation period, the Company shall evaluate your performance and you will be auto confirmed upon successful completion of the probation period.

Prior to confirmation of the probation period, the Company may terminate this engagement either by giving 30 days' prior written notice or payment in lieu thereof.

5. Performance Review

Your performance shall be reviewed periodically as may be decided from time to time. The continuity of your employment would depend on your sustained performance to the satisfaction of management.

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6. Leave

You will be eligible for privilege leave, sick leave and casual leave, as set out as per Company's Policy.

7. Retirement

The retirement age in the Company is 58 years.

8. Notice Period

After confirmation, this contract of employments is terminable by serving 60 days notice period. However, during probation your applicable notice period is 30 days. Serving notice period is mandatory. Any decision to waive notice period will be at the sole and absolute discretion of the Company, or any payout in terms amount of salary in lieu of such shortfall of notice period shall be based on prevailing Company policies.

In case, you do not serve the applicable notice period without formal notice period waiver approval from the Company, you shall be treated as having abandoned the services. The Company may, in such cases at its discretion, initiate such legal proceedings as is appropriate.

The Company reserves the unequivocal right to terminate this agreement at any time at its sole discretion by paying 60 days salary in lieu of notice. The Company will not have to furnish any reason or explanation for such decision. This contract should only be accepted on full and complete understanding and unconditional acceptance of this term and condition.

9. Termination of Employment by the Company without Notice

Your employment may be terminated immediately and no payment in lieu of notice will be payable to you, in the event your service is terminated for:

1. Any breach of terms and conditions mentioned in the appointment letter on your part;
2. Any act of fraud, theft, misconduct, disloyalty, moral turpitude committed by you;
3. Any declaration or information provided by you to the Company which proves to be false
4. Willful Suppression & concealing of any material information by you;
5. Any breach of Rules and Regulations of the Company as applicable / maybe applicable to you from time to time
6. Violation of Company's Code of Conduct
7. Negative background verification checks
8. In case of your absence for a continuous period of [5] days (including absence when leave, though applied for, is not granted, or when you overstay the period of sanctioned leave by [5] days), would be treated as abandonment of the services by you and can lead to appropriate action being initiated by the company as per the applicable process which may lead to termination.
9. Any violation of the confidentiality or privacy guidelines and/or policies of the Company

10. Return of Information

On termination of this contract, you will immediately give up to the Company, all correspondence, specifications, intellectual property, formulae, books, documents, effects, market data, cost data, drawings or records, etc. belonging to the Company or relating to its business and shall not retain or

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Letter of Appointment Dated August 08, 2022

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make any copies of these items. You shall also return immediately on termination all the properties (viz. laptop, sim card, access card etc.) provided to you by the Company during your employment. The terms of termination are strictly confidential between you and the Company.

11. Responsibilities & Duties

Your work in the Company will be subject to the rules and regulations of the Company as laid down from time to time in relation to conduct, discipline; and other applicable laws, including Vodafone policies related to Code of Conduct, Prevention of Sexual Harassment at Workplace policy, Anti-bribery policy, Privacy Policy, Health, Safety and Wellbeing policy etc. Any non-compliance to any of the Policies of the Company by you may result in appropriate action, which may include reprimand or even termination of your services. You will always be aware about the responsibilities and duties attached to your position and conduct yourself accordingly.

You may be assigned work hours as per business need or exigencies from time to time and you will be expected to deliver the same appropriately.

12. Exclusive Employment

Your position with the Company is a full time employment unless otherwise specified, and you are required to 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 in an advisory capacity or be interested directly or indirectly (whether as a shareholder or a debenture holder) in any other trade or business, during your employment with the Company, without the prior written approval of the Company.

13. Confidentiality

The terms and conditions of service including your compensation are strictly confidential and should not be disclosed to or discussed with anyone.

"Confidential Information" shall mean any information owned by the Company (including its respective subcontractors, suppliers, customers, clients or other contacts), including, but not limited to any financial, trading, economic, internal operation, policy, regulation, agreement, corporate plan, strategy, organization, procedure, system, analysis, customer, employee, supplier, business or technical data, discoveries, ideas, concepts, know-how, techniques, designs, specifications, drawings, blueprints, tracings, diagrams, models, samples, flow charts, data computer programs, disks, diskettes, tapes and any other information (including personal data as defined by the 'GDPR' Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data - the "General Data Protection Regulation" or "GDPR" or any other applicable regulations), which is disclosed to You or to which You have access during Your employment relationship in written, oral, magnetic or electronic format or in/on any other tangible or intangible format or support, whether or not they are explicitly marked as "business/confidential/secret information".

1. The Company is involved in the control, processing and transfer of highly confidential and secured data and information. In connection to this activity, You agree that in order to discover the security risks, to enforce the security requirements, to avoid the injury of, the loss of and the unauthorized access to the data, to avoid and to prevent the unauthorized access to the information systems, Company shall be entitled to continuously observe and monitor the data stored, processed and

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Principal
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Emandi Venkata Lalitha Kumari

Letter of Appointment Dated August 08, 2022

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controlled in the information system and also the communication, potentially including the content of the communication.

2. You understand and agree that for performing the work efficiently we would install certain software solutions that will monitor your activity to detect and notify any security violations in order to ensure compliance with the organizational security controls and requirements. By accepting this appointment letter, you provide your explicit and unequivocal consent for the same.*
3. You will maintain secrecy and will not disclose to any third persons, any of the trade secrets or other confidential information of the Company or its affiliated companies, including but not limited to, proprietary technical data, specifications and methods of manufacture. You will take all appropriate measures necessary to keep such trade secrets and confidential information from being disclosed to, or received by third parties. Such trade secrets, proprietary technical data, specifications and methods of manufacture shall, at all times, remain the property of the company.
4. You will not reproduce, store in a retrieval system or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning or otherwise—any copyrighted material or document, which is property of the Company – for your own benefit or for the benefit of any third party, either during the course of your employment or after your separation.
5. You will treat all Confidential Information as confidential and protect it from unauthorized disclosure or access. You understand and accept, that any unauthorized access to or disclosure of Business Information may result in irreparable injury to the Company.
6. You will be privy to personal information or data available in the Company systems, platforms, portals, etc. and that making copy/copies, filming, writing down, downloading or storing of Confidential Information or personal data will be a breach of obligations of Your employment. You will ensure not to copy, write down, download, store, film, etc. the Confidential Information or personal data in any format, including but not limited to, physical or virtual mediums. You will be solely responsible for abiding by the Company's privacy guidelines and/or applicable policies.
7. Any breach of the obligations specified hereunder, either during the employment term or following the separation thereof, shall be considered by the Company as a material breach, which would serve as a ground for the Company to terminate Your employment with extraordinary notice and/or claim for damages against You.

14. Intellectual Property:

You agree to disclose and assign 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 rights to inventions that 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.

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Corporate Identity No. UE4201MH1999PTC294950

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15. Knowledge Transfer

During the course of your employment, you may be required to travel for Company sponsored training or any knowledge transfer program. The company will bear all expenses pertaining to such training on knowledge transfer or special skill program as applicable as per the Company travel policy then in place. In case you decide to leave the company before completion of terms as per travel undertaking the Company will be entitled to recover any amount equivalent to the cost of training undergone by you which shall be in the nature of liquidated damages. The cost of such training will be the sum of the Boarding charges, daily allowances and lodging expenses as incurred by the Company.

16. Non-solicitation

During the term of your employment, and for a period of ONE (1) YEAR after separation, you agree not to solicit any employee or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

17. Miscellaneous

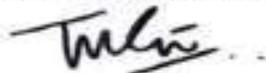
1. Your employment shall be governed by the rules and regulations decided by the Management from time to time, some of which are contained in the Code of Conduct of the Company.
2. Please note that while joining the services of the Company and during course of your employment with the Company, you would be required to notify the Company immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice/prosecution with/by any Police Station or by any statutory authority. Any act in breach of this term shall entail initiation of appropriate action as deemed fit by the Company.
3. Delay or omission in exercise of any right or remedy shall not impair such right or remedy or be constructed as a waiver.
4. It is hereby agreed that in the event any Central or State laws or statutes come into force at any time which affect any aspect of the terms and conditions of your service, the same shall be assumed to be incorporated to your terms and conditions of employment by reference.
5. The Courts of Pune (Maharashtra) shall have exclusive jurisdiction to settle any dispute arising out of or in connection with this employment.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

We Look forward to welcome you in Vodafone India Services Private Limited!

Yours faithfully,

For Vodafone India Services Private Limited



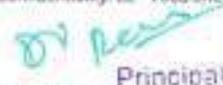
Tejas Gokhale

Head of HR – _VOIS India Centre

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Satyam Institute of Technology and Management
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Emandi Venkata Lalitha Kumari
Letter of Appointment Dated August 08, 2022

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Disclaimer: "This document and embedded signatures transmitted with it are confidential and intended solely for the use of the individual to whom they are addressed. The signatory disclaims any unauthorised use of this document carried out without prior written consent."

I acknowledge, the terms, obligation and attachments contained herein, and without demur accept the same.

SIGNATURE:

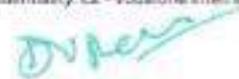
NAME: Emandi Venkata
Lalitha Kumari
Email:

* Some roles required 'Address verification' and 'Criminal Record' verification also. Based on your role, you will be informed regarding these verifications by the recruiter.

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Parenting Benefits at Vodafone India Services Private Limited

At Vodafone India Services Private Limited, we care for our employees and support them to manage all the roles in their life. Our Policies and benefits enable people to be at their best at all stages of life. Parenthood is one of the most important phase of life and we understand your needs at this point of time.

Parenting benefits at Vodafone enables our people to:

1. Provide care to women colleagues during this new and critical phase of life
2. Facilitates smooth come back from Maternity and support transition during work
3. Support colleagues during planning of Adoption/ Surrogacy
4. Enable male colleagues to take care of their spouse and the new baby

Maternity leaves

We understand the new role in the life of our women colleagues and support them with Maternity leaves

5. 26 weeks' full paid leave to female employees
6. In an unfortunate event of a miscarriage, leave for a period of six weeks immediately following the date of miscarriage

Adoption/ Surrogacy leave

7. 16 weeks' full paid leave for those eligible for adoption/ surrogacy leave

Return to work post maternity leave

8. 'Part time working' arrangement to help women employees returning to work post Maternity Leave. This will also apply in case of Surrogacy/ Adoption leave.
9. Women colleagues can opt to work 30 hours in a week with full pay benefits for a maximum of 14 consecutive weeks
10. Employees can avail part time working benefits within 12 months from date of delivery/adoption

Paternity leave

We understands the role of both the parents during child birth/adoption. Our Parenting Leave Policy supports all non-birthing colleagues to their new journey. Under this policy, non-birthing partners who become parents due to birth or adoption will be eligible for parenting leave up to 16 weeks with full pay. They can avail these leaves within 18 months of baby's birth/official date of adoption. These can be taken all in one block or a maximum of 4 blocks, with minimum of 2 weeks in a block of leaves. Upon completion of leaves, a phased return to work will be applicable for 6 months.

Creche Facility

VISPL has identified crèche facility for the children of all our employees. This enable our people to focus on work and ensure the kids' well-being and safety at same time.

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Annexure : Compensation Details - Total Target Cash (TTC)		
Name	Emandi Venkata Lalitha Kumari	
Designation	Graduate Engineer Trainee	
Band	I	
	Monthly Amount (In INR)	Annual Amount (In INR)
Component (A)		
Basic Salary	13,854	166,250
Housing Rent Allowance	6,927	83,125
Management Allowance	15,117	181,406
Component (B) - Retirals ¹		
Provident Fund (Company Contribution)	1,800	21,600
Total Fixed Pay (A+B)	37,699	452,381
Component (C) - Target Incentive ²		
Target Incentive is @ 5% of Fixed Pay	1,884	22,619
Total Target Cash ³ (Fixed Pay + Incentive)	39,583	475,000
House Rent Allowance (HRA) – 50% of Basic salary.		
1. Retirals includes Provident Fund @ 12% of PF Wages which is company contribution, an equivalent amount is deducted from employee's payroll as employee contribution towards Provident Fund		
2. Target Incentive is inclusive of the interim bonus as payable under the statute, Incentive Pay-out will be subject to the incentive plan and framework as applicable to your role		
3. Total Target Cash: In Vodafone Group terminology, Total Target Cash (TTC) refers to 'Annual CTC'. This is the total cash including Fixed Pay and Target Incentive. Fixed pay includes Retiral Benefit		
Gratuity: To be paid as per applicable statute. This is in addition to the mentioned Annual TTC and does not form part of the monthly fixed payment.		
Taxation: All payments are subject to taxation as per the Income Tax Rules. The Company will ensure compliance to the tax rules and apply any amendments to the Income Tax rules when processing the payroll of the employees. The applicable tax as per Income tax rules will also apply to the Joining Bonus and notice period reimbursement (if any)		
Any additional payments as part of your offer		
Joining Bonus (INR)	- You will be eligible for a one-time Joining Bonus of INR 25,000/-, payable in the first month's payroll. The Joining Bonus is recoverable incase of resignation within 12 months from date of joining.	

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Annexure 2 – Monthly/ Annual Benefits:

Monthly/ Annual Benefits		Entitlements for Band H, I & J
Medical Benefits	Group Personal Accident Insurance (GPA)	A policy designed to provide protection to employees against accidents leading to disablement during the course of employment. This protects employees and provides financial support in case of any injury / loss of work time due to accidents. You will be covered under Group Personal Accident Insurance Policy. In case of any accidents leading to permanent / partial / full disability during the course of employment you will receive INR 25,00,000 as per terms & condition of the policy.
	Group Term Life Insurance (GTLI)	A comprehensive policy designed to provide life insurance protection to employees during employment with Vodafone. You will be covered under Group Term Life Insurance for protection against natural as well as accidental death as per policy terms. In case of any unfortunate demise, the beneficiary is entitled for INR 25,00,000
	Medical - Hospitalisation expenses	You will be covered in a family floater under Group Medidam Insurance policy for Self & Dependents (Spouse + 2 Children). Self - INR 2,00,000 Spouse -INR 1,00,000 Child 1 - INR 1,00,000 Child 2 - INR 1,00,000 The premium for ensuring this cover is borne by the organization. Additionally, a co-pay of 10% will be applicable for all Self, Spouse & Children claims. You may also opt for Medical Insurance for dependant Parents or Parents in law as per the company policy by paying a nominal premium amount. A co-pay of 20% will also be applicable to Parental claims.
Communication Benefits	Vodafone Smartphone Program	You will be entitled to get a 'Smart Phone Allowance' of INR 11,000 every 2 years. (The amount mentioned is the gross amount and will be subject to income tax). The amount is recoverable in case of exit within 2 years from date of joining/ disbursement.
	Official SIM Card	4 'SIM card' will be provided with Vodafone mobile connection to be used for official purposes. The bill will be cleared by the Company upto an approved amount.
	Data connectivity allowance	There will be a monthly 'Data connectivity allowance' of INR 800 per month which will be paid as part of your payroll. This allowance is provided to enable you to connect your official laptop/ mobile phone for official purposes and ease of remote working as required.
Work-Life Support	Leave entitlement as per policy	You will be entitled to below type of leaves: Privilege leave (annual level) of 22 days Sick leave - 7 Days Casual leave - 7 Days In addition, there will be 11 calendar holidays. Maternity & Parenting leave applicable as per Company's Policy.

Vodafone India Services Private Limited
 Business@Mantl Tower B, 3rd Floor,
 Survey No.197, Hissa No. 2+4 to 7B,
 Nagar Road, Lohegaon, Pune- 411014.

T (+91)020 71270001
 www.vodafone.com

Confidentiality: C2 - Vodafone Internal

Registered Office: 201-206, Shiv Smruti, 2nd Floor, 49/A, Dr. Amie Besant Road, Above Corporation Bank, Ward, Mumbai, Maharashtra and **Corporate Identity No.** U54201MH1999PTC294960

Dr. P. Anand
 Principal
Satya Institute of Technology and Management
 Vizianagaram

Ad
 SP0001040
 VIZIANAGARAM

Signature: E.V. Lalitha Kumari
E.V. Lalitha Kumari (Mob: 011-2322-2126; GRT: 9.3)

Email: lalliece321@gmail.com



Principal
Satya Institute of Technology and Management
Vizianagaram

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HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC048369

Technology Park, Special Economic Zone

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

T +91 120-5125000 F +91 120 4680000

Registered Office: 42B Southwark, 9B, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: November 19, 2022

Dear KARRI LAKSHMANA ,
1-37, Karri Street
Pindrangivalasa, vizianagaram, Vizianagaram,
Andhra Pradesh, India, 535579

Dear KARRI LAKSHMANA ,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd. (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

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

You are requested to join us on **November 23, 2022**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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

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

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

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

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

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

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

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

HCL Confidential

Principal
HCLTech
Vizianagaram

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

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

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

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110015, India.

www.hcltech.com

www.hcl.com

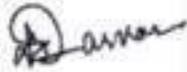
Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd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

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

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

Yours truly,

For HCL Technologies Ltd.



Debasis Sarkar

Sr. VP, Head-Global Rewards

ANNEXURE II

Welcome aboard...

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Chennai**

2. Medical Check up

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

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

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

5. Notice Period/ Separation

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

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

6. Agreements

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

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

7. Employment of Relatives

At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same work unit (Respective L3 Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.

8. Background and Reference Check

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

9. Working Hours

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

10. Mobility

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


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11. Deputation/ Transfer

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

12. Retirement

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

13. Other benefits

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

14. Correctness of the Details Furnished

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

15. Data Protection:

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

16. Other Rules and Regulations of the Company

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Vizianagaram
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Principal
Satya Institute of Technology and Management
Vizianagaram

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

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

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

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

www.hcltech.com

www.hcl.com

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

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

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

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Satya Institute of Technology and Manag.
Signature of Employee:
HCL

Annexure III

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

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail	
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.	
Things to Remember	
1. The information provided in Resume and background verification form must be same.	
2. Information provided in background verification form must be accurate.	
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).	
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining (Must be mandatorily uploaded on Discover HCL Portal)

S. No	Document Name
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10 th Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly visible as dark and hazy copies are not accepted.

- Please avoid clicking pictures of documents and uploading.
- Please do not send soft copies through Emails.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc. HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

If requested by the recruiter, you may be required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 10:00 a.m. at your respective location of joining.

If your joining is completed remotely, please submit the requested documents to the HCL Onboarding team within 7 days of your date of joining, either in person or through courier.

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No.-1, Akashi Induction Room, Ground Floor, Tower – 1, Hub-SEZ,, Plot No 3A, Sector 126, Noida - 201303, UP (India)
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Buid), Elcot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562106
4	KOLKATA	HCL Technologies Ltd, Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, -Survey No. 30,34,35 & 38, Hitech city 2, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor, Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, IT City, Near Chack Gajaria Farms, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room-1, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ, , , Plot No. 5 & 7, Ilanthaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur -441108
11	Coimbatore	State Street HCL Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited, Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

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

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

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

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

BASIC SALARY

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

MONTHLY ALLOWANCES

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

• **VARIABLE PAY**

Satya Ins...
Principal
Signature of Employee:
HCL

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

Performance Bonus (PB):

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

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

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

RETIRALS & INSURANCES BENEFIT

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

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

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

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

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

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Principal of Employees
Sriya Institute of Technology and Research
Vizianagaram

HCL

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

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

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

ANNEXURE V

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "Company Parties"), to which I have been privy to by virtue of being an employee of the Company. I understand that "Confidential Information" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment

Principal Inventions and Materials
Satyajit

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[Handwritten notes and signatures at the bottom of the page]

with the Company (collectively referred to as "Prior Inventions"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "Inventions"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. **Protection of Systems & Environment:**

I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

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

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

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

www.hcltech.com

www.hcl.com

10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

KARRI LAKSHMANA

November 19, 2022

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

Disclaimer

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

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: 1-37, Karri Street
Pindrangivalasa, vizianagaram, Vizianagaram,
Andhra Pradesh, India, 535579
Email ID: klakshmana37@gmail.com
Telephone Number: 9666346542**

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APPOINTMENT LETTER

March 23, 2022

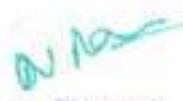
Dear Nakka Babu,

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

1. Appointment Details:

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


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- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.


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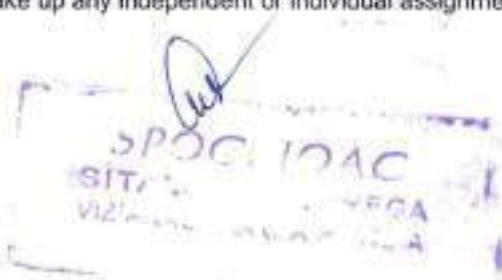
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

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

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an




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advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

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

- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.

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

6. Confidentiality:

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

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

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents,

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training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

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

9. General:

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

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

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

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.


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- ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

Please confirm that the above terms and conditions are acceptable to you and that you accept the


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appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.


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- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

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

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

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

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

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

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

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

- c. Unauthorized disclosure or communication of UPSI.


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d. Procuring any UPSI from others

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Nakka Babu

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.



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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

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

ANNEXURE – V

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


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

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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


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a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

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

2. **Telephone/Mobile Phone Allowances:**

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

3. **Non-transferable Meal card:**

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

4. **Education Allowance:**

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

5. **New Pension System:**

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

Retirement Benefits:

It consists of:

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

- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel


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

Accommodation, Food & other Miscellaneous Expenses

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

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*




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Medical

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

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

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

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

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

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

Survivor Benefit Pension Program**:

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

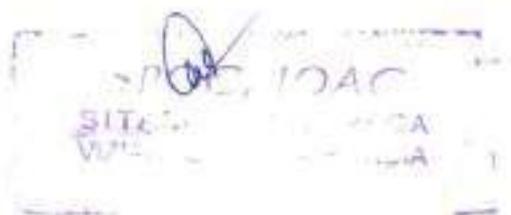
E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement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

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

Loans:

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

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

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per CBDT rules.

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

1. Your Life and Accident Cover :

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

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

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

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

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials->


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Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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Accept



Decline



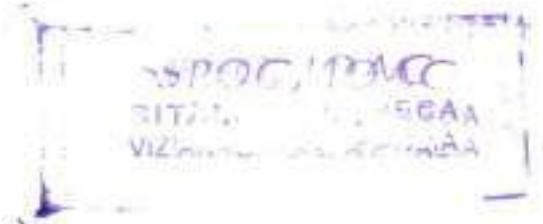
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(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited	T : +91 (80) 2844 0011
Doddakannelli	F : +91 (80) 2844 0054
Sarjapur Road	E : info@wipro.com
Bengaluru 560 035	W : wipro.com
India	C : L32102KA1945PLC020800

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SOFTWARE SOLUTIONS

Dear *Bodde Kameshwar Rao*

Following our recent discussions, we are delighted to offer you the position of *EV Engineer* at Sagar Software Solutions Private Ltd. On joining Sagar Software Solutions, you will become part of a fast paced and dedicated team that works together to provide our clients with the highest possible level of service and advice. As a member of Sagar team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice, and results that you provide as a representative of Sagar Software Solutions. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

On joining date, you will get Call Letter with below details:

Title: *EV Engineer*

Date of Joining, Reporting Time: We will update via mail Communication

Note: **First one month is considered as training with Half Pay.**

Package: **2.4lakh to 3.0lakh per annum based on training performance.**

Following the offer letter, a progression and performance review will be conducted on a yearly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise. You are not entitled to take any leaves during the three months' probation period. Any leaves taken will be considered as Loss of pay.

This arrangement may be terminated by either party upon notice in writing to either party with notice period that complies with Employment Standards (or Labor Standards) for India. We look forward to meeting you on above mentioned "Date of Joining & Reporting Time" at our office and we assure that Sagar Software Solutions atmosphere is successful and mutually challenging and rewarding.

Note:

- 1) A non-adherence to this clause will not be eligible to get to the offer and relieving letter from the organization during your exit.
- 2) The above will be applicable once you receive the Call letter after joining on the above date mentioned.

Best regards,

G. Hanumanth

HR Manager

Sagar Software Solutions Pvt. Ltd.

Phone Number: 9010182666 Mail: contact@sagarsoftwaresolution.com

Website: www.sagarsoftwaresolution.com Locations: India | Singapore | Dubai

D. Hanumanth

Principal

Setya Institute of Technology and Management
Vizhinagaram

Cap
2000

Vijayawada / Rajahmundry / Vintakapathnam / Hyderabad
contact@sagarsoftwaresolution.com | +91 9010182666
www.sagarsoftwaresolution.com

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Date: 29/08/2022

Mr. Dukka Divakar

C/o 0, Udikalapeta, Denkada, Vizianagaram,
Andhra Pradesh - 535006.

Mobile No: 9581553082

Email Id: dukkadivakar1234@gmail.com

Dear Mr.Dukka Divakar

**Sub: Offer of Appointment for the position
 Graduate Engineer Trainee (T) - Proc - Mech Engg**

With reference to your application and subsequent interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) - Proc at Head Office - 0913, Telangana to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join us on or before 01/09/2022
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.
3. **Emoluments:** Your annual remuneration will be **Rs. 2,40,600 (Rupees Two Lakh Forty 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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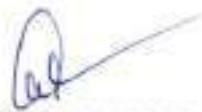


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6. **Deputation or Transfer:** You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company 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.
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.
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.
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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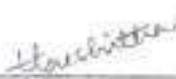
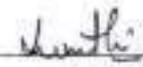
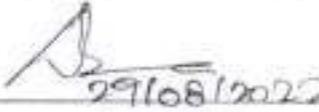


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Cost to Company

Employee Name	Dukka Divakar	Sector	HO Shared Services
Grade	T	Designation	Graduate Engineer Trainee - Proc
Department	Mechanical Engineering	Vertical	Centre of Excellence
Office / Unit / Project:	Head Office - 0913		
DOJ	01-09-2022	Effective Date	01-09-2022
Salary 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
Fixed Total Cost to the Company (B)		20,050	2,40,600
▶ Medical Insurance : As per Policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
▶ Free bachelor accommodation for employees posted at sites.			
▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.			
▶ Group Term Life Insurance : As per policy			
▶ TDS as per IT Act.			
▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ ESI: As per ESI Act			
▶ Bonus: As per Bonus Act			
			
Prepared by	Verified by	Approved by	29/08/2022




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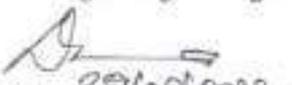
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- 12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed 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.

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.


29/08/2022
D Venkata Ramana Rao
Vice President-HR

P. Sri Lakshmi

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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Vizianagar

1/IR/EME O&M/GET/BOAT/0003

Date: 30/08/2022

Mr. Tirumalaraju V S S V Rama raju

H.NO:1-133, Veduruvada, Bondapalli Mandalam, Veduruvada, Vizianagaram,
Andhra Pradesh - 535221

Mobile No: 6302280120

Email Id: thirumalarajuvssvramaraju@gmail.com

Dear Mr. Tirumalaraju V S S V Rama raju

**Sub: Offer of Appointment for the position
Graduate Engineer Trainee (T) - Erec & Cmsng - Electro-Mech Engg O&M**

With reference to your application and subsequent interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) - Erec & Cmsng at O&M-LIS PCL Pkg VIII - 7084, Telangana to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join us on or before 05/09/2022
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.
3. **Emoluments:** Your annual remuneration will be Rs. 2,40,600 (Rupees Two Lakh Forty 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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P. Srilakshmi

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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.
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.
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.
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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.
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P. Sri Lakshmi



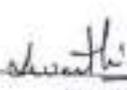
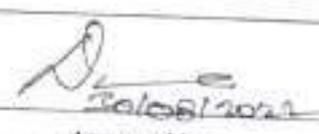
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Vizianagaram

Cost to Company

Employee Name	Tirumalaraju V S S V Rama raju	Sector	Irrigation
Grade	T	Designation	Graduate Engineer Trainee - Erec & Cmsng
Department	Electro Mechanical Engineering O&M	Vertical	Director BD&P
Office / Unit / Project	O&M-LIS PCL Pkg VIII - 7084		
DOJ	05-09-2022	Effective Date	05-09-2022
Salary Components		Monthly	Yearly
Basic Pay			
House Rent Allowance		11,190	1,34,280
Sub Total (A)		7,460	89,520
Annual Benefit *		18,650	2,23,800
Bonus			
Fixed Total Cost to the Company (B)		1,400	16,800
		20,050	2,40,600
▶ Medical Insurance : As per Policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
▶ Free bachelor accommodation for employees posted as sites.			
▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.			
▶ Group Term Life Insurance : As per policy			
▶ TDS as per IT Act.			
▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ ESI: As per ESI Act			
▶ Bonus: As per Bonus Act			
Prepared by		Verified by	


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 Vizianagaram

ME/GET/0149

Date: 27/06/2022

Mr.Addanki Pavan Kalyan

H.NO: 58-31-106, Sri Venkata Krishna Nagar,

N A D Kotla Road, Ward-44, Visakhapatnam, Andhra Pradesh - 530009.

Mobile No: 9642739531

Email Id: pavanaddanki66@gmail.com

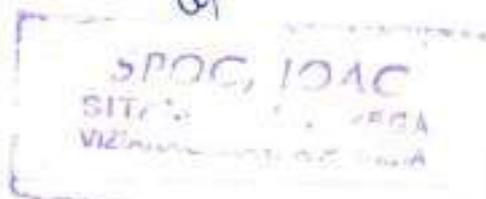
Dear Mr.Addanki Pavan Kalyan

**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 O&M-LIS PCL Pkg VIII - 7084, Telangana to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join us on or before 06/07/2022
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.
3. **Emoluments:** Your annual remuneration will be **Rs. 2,56,800 (Rupees Two Lakh Fifty Six Thousand Eight 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.
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.
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.
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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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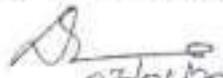
Addanki Pavan Kalyan

- 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.


27/04/2022
D Venkata Ramana Rao
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:

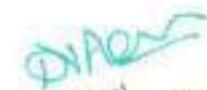
Signature of the Candidate


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Cost to Company			
Employee Name	Mr. Addanki Pavan Kalyan	Sector	Irrigation
Grade	T	Designation	Graduate Engineer Trainee
Department	Operations & Maintenance	Vertical	Director BD&P
Office / Unit / Project:	O&M-LIS PCL Pkg VIII - 7084		
DOJ	06/07/2022	Effective Date	06/07/2022
Salary Components		Monthly	Yearly
Basic Pay		11,194	1,34,328
House Rent Allowance		7,463	89,556
Sub Total (A)		18,657	2,23,884
Provident Fund Employer		1,343	16,116
Annual Benefit *			
Bonus		1,400	16,800
Fixed Total Cost to the Company (B)		21,400	2,56,800
▶ Medical Insurance : As per policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
▶ Free bachelor accommodation for employees posted at sites.			
▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.			
▶ Group Term Life Insurance : As per policy			
▶ TDS as per IT Act.			
▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ ESI: As per ESI Act			
▶ Bonus: As per Bonus Act			
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, Telangana, INDIA
Tel: +91-40-44336700 Fax: +91-40-44336800
E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

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1/IRR/EME O&M/GET/BOAT/0002

Date: 30/08/2022

Mr. Yadla Lokesh

H.NO:2-19 Jammu Veedhi ,Chinthalapeta ,Chintalapeta Vizianagaram,
Andhra Pradesh - 535280
Mobile No: 6301120023
Email Id: lokeshyadl2001@gmail.com

Dear Mr. Yadla Lokesh

**Sub: Offer of Appointment for the position
Graduate Engineer Trainee (T) - Erec & Cmsng - Electro-Mech Engg O&M**

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) - Erec & Cmsng at O&M-LIS HNSS PH II Madanapalli-7018, 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 05/09/2022
- 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.
 - 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. 2,40,600 (Rupees Two Lakh Forty 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-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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P. Sri Lakshmi


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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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With best wishes,
For Megha Engineering & Infrastructures Ltd.


D Venkata Ramana Rao
Vice President-HR

P. Srilakshmi

ACCEPTANCE OF OFFER OF APPOINTMENT

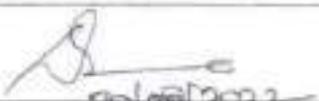
I hereby acknowledge with thanks the receipt of your Offer of Appointment dated _____ and accept the terms & conditions of the same.

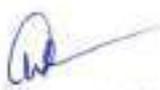
Place:
Date:

Signature of the Candidate


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Vizianagaram

Cost to Company			
Employee Name	Yadla Lokesh	Sector	Irrigation
Grade	T	Designation	Graduate Engineer Trainee - Exec & Cmsny
Department	Electro Mechanical Engineering O&M	Vertical	Director BD&P
Office / Unit / Project:	O&M - LIS IINSS PH II Madanapalli - 7018		
DOJ	05-09-2022	Effective Date	05-09-2022
Salary 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
Fixed Total Cost to the Company (B)		20,050	2,40,600
▶ Medical Insurance : As per Policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
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▶ TDS as per IT Act			
▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ PSL: As per ESI Act			
▶ Bonus: As per Bonus Act			
			
Prepared by	Verified by	Approved by	


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 Vizianagaram

Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

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Tel: +91-40-44336700 Fax: +91-40-44336800

E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

7/HOSS/ME/GET/BOAT/0003

Date: 29/08/2022

Mr. Bhogarapu Satish

C/o Bank Veedhi, Gantiyada, Budatanapalle, Vizianagaram,

Andhra Pradesh - 535215

Mobile No: 9494973110

Email Id: 16038m211@gmail.com

Dear Mr. Bhogarapu Satish

**Sub: Offer of Appointment for the position
Graduate Engineer Trainee (T) - Proc - Meeh Engg**

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) - Proc at Head Office - 0913, Telangana to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join us on or before 01/09/2022
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.
3. **Emoluments:** Your annual remuneration will be **Rs. 2,40,600 (Rupees Two Lakh Forty 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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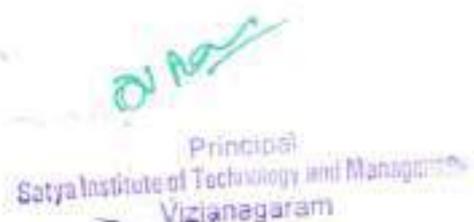


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6. **Deputation or Transfer:** You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company 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.
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.
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.
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.

P. Srilakshmi



Handwritten signature in blue ink above a rectangular stamp. The stamp contains the text: Principal, Satya Institute of Technology and Management, Vizianagaram.

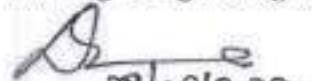
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- 12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed 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.

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.


29/08/2022
D Venkata Ramana Rao
Vice President-HR

P. Sri Lakshmi

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.

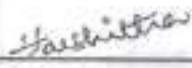
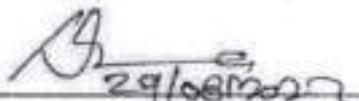
Place:
Date:

Signature of the Candidate


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MEGA


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Satva Institute of Technology and Management

Cost to Company

Employee Name	Bhogarapu Satish	Sector	HO Shared Services
Grade	T	Designation	Graduate Engineer Trainee - Proc
Department	Mechanical Engineering	Vertical	Centre of Excellence
Office / Unit / Project:	Head Office - 0913		
DOJ	01-09-2022	Effective Date	01-09-2022
Salary 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
Fixed Total Cost to the Company (B)		20,050	2,40,600
▶ Medical Insurance : As per Policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
▶ Free bachelor accommodation for employees posted as sites.			
▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.			
▶ Group Term Life Insurance : As per policy			
▶ TDS as per IT Act.			
▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ ESI: As per ESI Act			
▶ Bonus: As per Bonus Act			
			
Prepared by	Verified by	Approved by	


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 VIZIANAGARAM...


 - Principal
 Satya Institute of Technology and Management
 Vizianagaram

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

7/HOSS/ME/GET/BOAT/0002

Date: 29/08/2022

Mr. Lenka Pavan Kumar
C/o Chittayavalasa, Vizianagaram,
Andhra Pradesh - 535270,
Mobile No: 9347782120
Email Id: ipavankumar6300@gmail.com

Dear Mr.Lenka Pavan Kumar

**Sub: Offer of Appointment for the position
Graduate Engineer Trainee (T) - Proc Report, Audit - Mech Engg**

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) - Proc Report, Audit at Head Office - 0913, Telangana to undergo training program with our Organization under the following terms and conditions:

- Date of Employment:** You shall join us on or before 01/09/2022
- 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.
 - 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. 2,40,600 (Rupees Two Lakh Forty 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-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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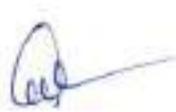


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Principal
Satya Institute of Technology and Management
Vizianagaram

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.
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.
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.

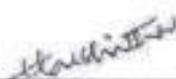
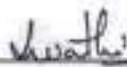
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Cost to Company			
Employee Name	Lenka Pavan Kumar	Sector	HO Shared Services
Grade	T	Designation	Graduate Engineer Trainee - Proc Report, Audit
Department	Mechanical Engineering	Vertical	Centre of Excellence
Office / Unit / Project:	Head Office - 0913		
DOJ	01-09-2022	Effective Date	01-09-2022
Salary 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
Fixed Total Cost to the Company (B)		20,050	2,40,600
▶ Medical Insurance : As per Policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
▶ Free bachelor accommodation for employees posted as sites.			
▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.			
▶ Group Term Life Insurance : As per policy			
▶ TDS as per IT Act.			
▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ ESI: As per ESI Act			
▶ Bonus: As per Bonus Act			
			
Prepared by	Verified by	Approved by	


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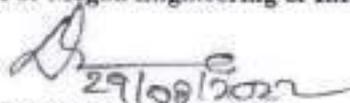
Lenka Pavan Kumar

- 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
Vice President-HR

P. Srilakshmi

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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Vizianagaram

O&M/MECH/GET/0007

Date: 29/06/2022

Mr. Nakka Durga Prasad
P.No -2785, YSR Nagar, Vizianagaram,
Andhra Pradesh - 535002
Mobile No: 9908354182
Email Id: durgaprasadnakka52@gmail.com

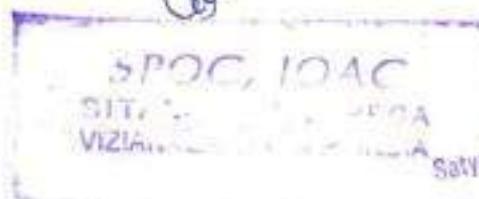
Dear Mr. Nakka Durga Prasad

**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 O&M-LIS Kaleswaram Medigadda - 7103, Telangana to undergo training program with our Organization under the following terms and conditions:

- Date of Employment:** You shall join us on or before 06/07/2022.
- 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.
 - 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. 2,40,600 (Rupees Two Lakh Forty 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-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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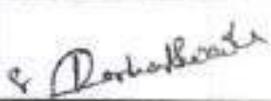
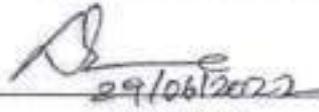
6. **Deputation or Transfer:** You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You 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 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.
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.
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.



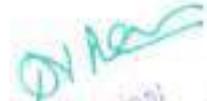
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Cost to Company			
Employee Name	Mr. Nakka Durga Prasad	Sector	Irrigation
Grade	T	Designation	Graduate Engineer Trainee
Department	Operations & Maintenance	Vertical	Director BD&P
Office / Unit / Project:	O&M-LIS Kaleswaram Medigadda - 7103		
DOJ	06/07/2022	Effective Date	06/07/2022
Salary 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
Fixed Total Cost to the Company (B)		20,050	2,40,600
▶ Medical Insurance : As per policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
▶ Free bachelor accommodation for employees posted as sites.			
▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.			
▶ Group Term Life Insurance : As per policy			
▶ TDS as per IT Act.			
▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ ESI: As per ESI Act			
▶ Bonus: As per Bonus Act			
			
Prepared by	Verified by	Approved by	29/06/2022


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 VIL: ...


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 Vizianagaram

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

1/IRR/ME/GET/BOAT/0001

26/09/2022

Mr. Avudutala Chandrasekhar Rao
C/o Sundarayya Colony,
Ayyanna Peta, Vzianagaram,
Andhra Pradesh - 535003.
Mobile #: 8142531018
Email ID: avudutala.chandra12@gmail.com

Dear Mr. Avudutala Chandrasekhar Rao

Sub: Appointment as Apprentice Graduate Engineer Trainee (GET BOAT)

With reference to your application and subsequent interview you had with us, we have pleasure in selecting you as Graduate Engineer Trainee (GET BOAT) at LIS HNSS PH I Stage I Kurnool - 1096, Andhra Pradesh on the following terms and conditions:

1. You will be required to join latest by 01/10/2022 and please note that you will not be eligible for reimbursement of any expenses that you incur for reporting. Please note that request for extension in joining time will not be entertained.
2. Your period of apprenticeship training will be for 12 months from the date of joining at the above location.
 - 2.1. You will be enrolled under Board of Apprenticeship Training Scheme (BOAT). At the end of the training programme, you will be issued a Certificate of Proficiency by the Government of India.
 - 2.2. The training period may be extended, if you have not attended training on all days or not fulfilled the Apprenticeship Training Program objectives.
 - 2.3. On successful completion of apprenticeship training period of twelve months or extended training period, your performance will be evaluated to reward meritorious performance and extra-ordinary contribution. Accordingly, you will be considered for appointment in the appropriate grade as per company pay grades based on vacancies existing in the company at that time.
3. During the course of your apprenticeship training, the company will pay you the stipend of ₹ 18,650/- (Rupees Eighteen Thousand Six Hundred Fifty Only) per month.
 - 3.1. You will be eligible for the following additional benefits when posted at projects sites:

#	Benefits
1	Covered under Medical Insurance as per company Policy
2	Free Bachelor accommodation
3	Free Food facility at site canteen
4	Covered under The Employees Compensation Act, 1923 under Social Security Code



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Vizianagaram
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Satya Institute of Technology and Management
Vizianagaram

- 3.2. Apprenticeship trainee is not an employee and such the provisions of any law with respect to employee shall not apply to or in relation to such apprentice including other project based allowance.
4. **Trainee Service Agreement:** You will be required to execute a service agreement, undertaking to serve the company for a minimum period of two years from the date of your joining. You must keep us informed of your contact address whenever there is any change for updating this service agreement.
 5. **Exclusivity:** During the period of apprenticeship training program, you shall not engage 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 and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
 6. **Confidentiality:** You shall not disclose the terms and conditions of this agreement and treat the following as strictly confidential: (i) your stipend and additional benefits, (ii) any information of the project site where you are posted or any other project site, financial position, future plans, customers of which you may be aware and particularly the construction plan, drawings, quotations and specifications.
 7. **Code of Ethics & Conduct:** You shall abide by the company corporate governance policies, safety preamble/procedures and any amendments thereof may applicable from time to time. Also attached Code of Ethics & Conduct to be signed and submitted at the time of joining which forms part of this appointment.
 8. **Deputation or Transfer:** As a part of Apprentioeship training program, you are likely to be deputed or transferred, to any office/project site that now exists or may be acquired later within India at any time.
 9. **Systems and Procedures:** You will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company and that of place of posting as notified and in force from time to time.
 10. **Pre-Employment Medical Checkup:** As per company policy, upon accepting this Trainee Apprenticeship Program, you have to undergo pre-employment medical Check-up at the company authorized hospital at your own cost as per the attachments along with this letter. This appointment is subject to your being found medically fit in the pre-employment medical Check-up.
 11. **Verification of document:** The appointment is further subject to verification of the particulars given by you on application form / apprentice contract registration form. In case any particulars mentioned by you in the application for appointment are found false or incorrect, your training period shall be terminated without any notice.
 12. **Tax Deduction at Source:** Income Tax liability, if any, will be borne by you.
 13. **Termination:** The company shall have the right to terminate this agreement forthwith without any notice in the event of moral turpitude. The termination clause in trainee service agreement forms the part of this appointment.

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Satya Institute of Technology and Management
Vizianagaram

Avudutala Chandrasekhar Rao

14. **Alternate Dispute Resolution:** Any dispute or difference or claim arising out of this trainee apprenticeship shall be resolved among themselves through mutual negotiations. The relevant clauses (including jurisdiction of courts) of trainee service agreement will form part of this appointment.

Please confirm your acceptance thru email to the undersigned as a token of agreement to the terms and conditions thereof, within 10 days from the date of this appointment. In case, we do not receive any communication from you by that date, it is presumed that you are not interested in trainee apprenticeship program. Thereafter, this appointment shall be cancelled automatically.

With best wishes,

For Megha Engineering & Infrastructures Ltd.



D Venkata Rumana Rao

Vice President-HR



Acceptance

I have read all the terms and conditions thereof and hereby accept my selection as Graduate Engineer Trainee under Trainee Apprentice Program of BOAT.

Place:

Date:

Signature of the Candidate



Satya Institute of Technology and Management
Vizianagaram

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HCL TECHNOLOGIES LTD.
Corporate Identity Number: L741403L1901PLD040360
Technology Hub, Special Economic Zone
Plot No - 2A, Sector 12B, NOIDA 201 304, UP, India.
T +91 120 6125000 F +91 120 4883330
Registered Office: 806, Southpark, 96, Nehru Place, New Delhi-110019, India.
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www.hcl.com

Offer Release Date: October 4, 2022

Dear Madhuri Behara,
Malkapuram, visakapatnam, Visakhapatnam,
Andhra Pradesh, India, 535001

Sub: Offer and Appointment letter –GRADUATE ENGINEER TRAINEE (GET)

Dear Madhuri Behara,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd.-IOMC ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **[GRADUATE ENGINEER TRAINEE (GET)]** in band **E1.1**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **October 11, 2022**. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

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

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexe(s).

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

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

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

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

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

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

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Handwritten: SPOC, IOAC
SIT: ...
VIZIANAGARAM ...

Handwritten: ANAX
Principal
Signature of ~~...~~ of Technology and Management
Vizianagaram
HCLTech

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74145DL1881PLC046309

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T +91 120 6125000 F +91 120 4883000

Registered Office: 806 Sakbhatti, 06, Nehru Place, New Delhi-110019, India.

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As confirmation of your acceptance, please send an email at HCL-SchoolRelations@hcl.com within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL shall stand withdrawn without any liability.

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

As confirmation of your acceptance, please send an email at eschoolinfra@hcl.com within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter noted to you by HCL shall stand withdrawn without any liability.

Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

For HCL Technologies Ltd.-IOMC

Amrita Das
Senior Vice President
Head-Global Rewards

SPOC, IOAC
SIT/...
VIZIANAGARAM

Dr. N...
Principal
Signature of Employees
Satya Institute of Technology and Management
Vizianagaram

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ANNEXURE II

Welcome aboard...

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

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

3. HCLT Training Program:

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

4. Increments and promotions

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

5. Notice Period/ Separation

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

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

6. Agreements

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

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

7. Background and Reference Check

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

8. Working Hours

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

9. Mobility

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

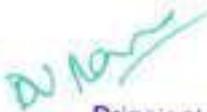
10. Deputation/ Transfer

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

11. Retirement

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Vizianagaram, India


Principal
Satya Institute of Technology and Management
Vizianagaram
Signature of Employee:

HCL

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

12. Other benefits

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

13. Correctness of the Details Furnished

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

14. Data Protection:

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

15. Other Rules and Regulations of the Company

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

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

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

Signature
Principal
Sata Institute of Technology and Management
Vizianagaram
HCL

Annexure III

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

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

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

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

Things to Remember

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

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

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

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

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

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

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

Location of HCL Onboarding Team for joining formalities:

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

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

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SIT, ... FCA
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Principal
Satya Institute of Technology and Management
Vizianagarant

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

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

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

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

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

BASIC SALARY

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

MONTHLY ALLOWANCES

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

• **VARIABLE PAY**

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VIZIAN

Handwritten signature: A. K. ...
Principal
Signature of Employee and Manager
Vizian
NCL

HCL TECHNOLOGIES LTD.

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

Performance Bonus (PB):

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

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

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

RETIRALS & INSURANCES BENEFIT

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

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

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

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

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

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

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

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

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

Disclaimer

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

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

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: 11-25 , rajaveedhi
Gajularega, Vizianagaram,
Andhra Pradesh, India, 535003
Email ID: ajaysiripurapu2001@gmail.com
Telephone Number: 6302874274


Principal
Satya Institute of Technology and Management
Vizianagaram

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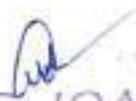
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Principal
Satya Institute of Technology and Management
Vizianagaram



PRIVATE AND CONFIDENTIAL

07/05/2022

Hari Ganesh
Bengaluru, India

Dear Hari Ganesh,

Position within Spookfish Innovations as Installation & Commissioning Engineer

We are pleased to offer you the above position with Spookfish Innovations Private Limited at a salary of ₹302400 **per annum** on a CTC basis, reporting to Vishwanatha K. The CTC salary comprises a fixed and a variable component. The split between them is given below. This is a permanent position, and your weekly working days will be from Monday to Friday (inclusive) every week. You will be placed on probation for the first 3 months months of your employment at Spookfish, which may be extended if necessary. At the end of your probation, you will receive a confirmation letter for full-time, permanent employment.

Please note that during probation, your employment may be terminated by you by providing one week's notice, or by the company with one day's notice. Post probation, the notice period for termination of your employment will be 1 calendar month.

As Installation & Commissioning Engineer, you will be eligible for the following benefits:

- Vacation of **20 days** per annum, excluding national holidays
- An annual performance bonus of up to 20% of the fixed component included in your CTC on a pro-rata basis post probation. Yearly performance reviews take place in April or May.

Annual Salary Break Up post probation:

Fixed Component	₹ 252000
Variable Component (up to 20%)	₹ 50400
CTC (Fixed + Variable Component)	₹ 302400

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Break Up of Fixed component:

FIXED COMPONENT (ANNUAL)	₹ 252000
MONTHLY BASIC	₹ 15000
HRA	₹ 6300
Other Allowances	₹ 6300
PF (Employer)	₹ 1800
Total Salary (Monthly)	₹ 23100
Deduction: PF (Employee)	₹ 1800
Deduction: PF (Employer)	₹ 1800
Deduction: PT	₹ 200
Deduction: TDS*	
Total Deductions	₹ 3800
Payable (Employee)	₹ 19300

*TDS will be calculated on a monthly basis and may impact the Payable (Employee) component accordingly

Please sign a copy of this letter and return to me by 09/05/2022 to indicate your acceptance of this offer.

We eagerly look forward to working with you.

Sincerely,

Parvez

GM Projects

Agreed and accepted,

Hari Ganesh

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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indl. Estate, Bolanagar, Hyderabad-500007, Telangana, INDIA

Tel: +91-40-44330700 Fax: +91-40-44330800

E-mail: info@meil.in Visit us: www.meil.in U45202TG0006PLC056271

EEE/GET/018

Date: 30/06/2022

Ms.M Venkata Lakshmi
 H.NO: 206, Kati Street Colony,
 Vizianagaram, Andhra Pradesh - 535002.
 Mobile No: 7995691819
 Email Id: jhansioee723@gmail.com

Dear Ms.M Venkata Lakshmi

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

With reference to your application and subsequent interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at Head Office - 0913, Telangana to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join us on or before 08/07/2022
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.
3. **Emoluments:** Your annual remuneration will be **Rs. 2,40,600 (Rupees Two Lakh Forty 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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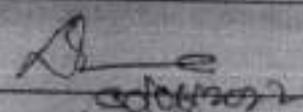
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 Vizianagaram



Cost to Company

Employee Name	Ms. M Venkata Lakshmi	Sector	Corporate Office
Grade	T	Designation	Graduate Engineer Trainee
Department	PMC	Vertical	Director Projects
Office / Unit / Project	Head Office - 0913		
DOJ	08/07/2022	Effective Date	08/07/2022
Salary 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
Fixed Total Cost to the Company (B)		20,050	2,40,600

- ▶ Medical Insurance : As per policy
- ▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.
- ▶ Employees posted at sites are eligible for Family accommodation as per policy.
- ▶ Free bachelor accommodation for employees posted at sites.
- ▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.
- ▶ Group Term Life Insurance : As per policy
- ▶ TDS as per IT Act.
- ▶ Gratuity: As per Gratuity Act
- ▶ EPF: As per EPF & MP Act
- ▶ ESI: As per ESI Act
- ▶ Bonus: As per Bonus Act

 Prepared by	 Verified by	 Approved by
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 VIZIANAGARAM

DIVISION
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 Vizianagaram

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



O&M/EEE/GET/0001

Date: 29/06/2022

Mr. Uddagiri Prudhvi Raj
3-298/B, Mantada Street, Saluru, Bangarampeta,
Vizianagaram, Andhra Pradesh -535591
Mobile No: 9121925470
Email Id: prudhvirajuddagiri@gmail.com

Dear Mr. Uddagiri Prudhvi Raj

**Sub: Offer of Appointment for the position
Graduate Engineer Trainee (T) – EEE**

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at O&M-LIS Kaleswaram Pkg 14 - 7094, Telangana to undergo training program with our Organization under the following terms and conditions:

- Date of Employment:** You shall join us on or before 06/07/2022.
- 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.
 - 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. 2,40,600 (Rupees Two Lakh Forty 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-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 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.
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.
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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- 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.


29/06/2022
D Venkata Ramana Rao
Vice President-HR

Note: This Offer is valid subject to submission of provisional certificate (B.Tech) on or before 27.07.2022

ACCEPTANCE OF OFFER OF APPOINTMENT

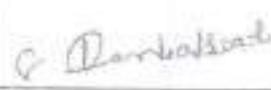
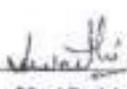
I hereby acknowledge with thanks the receipt of your Offer of Appointment dated _____ and accept the terms & conditions of the same.

Place:
Date:

Signature of the Candidate


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Vizianagaram


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Vizianagaram

<i>Cost to Company</i>			
Employee Name	Mr. Uddagiri Prudhvi Raj	Sector	Irrigation
Grade	T	Designation	Graduate Engineer Trainee
Department	Operations & Maintenance	Vertical	Director BD&P
Office / Unit / Project:	O&M-LIS Kaleswaram Pkg 14 - 7094		
DOJ	06/07/2022	Effective Date	06/07/2022
Salary 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
Fixed Total Cost to the Company (B)		20,050	2,40,600
▶ Medical Insurance : As per policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
▶ Free bachelor accommodation for employees posted as sites.			
▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.			
▶ Group Term Life Insurance : As per policy			
▶ TDS as per IT Act.			
▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ ESI: As per ESI Act			
▶ Bonus: As per Bonus Act			
			
Prepared by		Verified by	29/08/2022 Approved by


SPOC, IOAC
SITE: Kaleswaram Pkg 14
Vizianagaram


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Vizianagaram

CE/GET/0202

Date: 29/06/2022

Civil

Mr. Singarapu Adithya
H.NO: # Karakavalasa Post,
Vizianagaram, Andhra Pradesh - 535215.
Mobile No: 9676167131
Email Id: singarapuadithya332@gmail.com

Dear Mr. Singarapu Adithya

**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 pleased to appoint you as Graduate Engineer Trainee (T) at WSP HMWSSB Sunkishala - 1285, Telangana to undergo training program with our Organization under the following terms and conditions:

- Date of Employment:** You shall join us on or before 11/07/2022
- 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.
 - 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. 2,40,600 (Rupees Two Lakh Forty 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-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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Vizianagaram

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.
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.
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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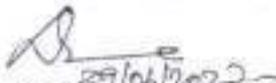
Singarapu Adithya

- 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.


29/06/2022
D Venkata Ramana Rao
Vice President-HR



ACCEPTANCE OF OFFER OF APPOINTMENT

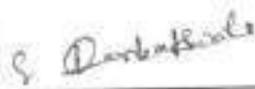
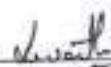
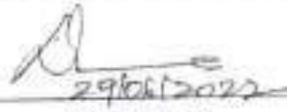
I hereby acknowledge with thanks the receipt of your Offer of Appointment dated _____ and accept the terms & conditions of the same.

Place:
Date:

Signature of the Candidate


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Cost to Company			
Employee Name	Mr. Singarapu Adithya	Sector	Water Management
Grade	T	Designation	Graduate Engineer Trainee
Department	Execution	Vertical	Director BD&P
Office / Unit / Project:	WSP HMWSSB Sunkishala - 1285		
DOJ	11/07/2022	Effective Date	11/07/2022
Salary 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
Fixed Total Cost to the Company (B)		20,050	2,40,600
▶ Medical Insurance : As per policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
▶ Free bachelor accommodation for employees posted as sites.			
▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.			
▶ Group Term Life Insurance : As per policy.			
▶ TDS as per IT Act.			
▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ ESI: As per ESI Act			
▶ Bonus: As per Bonus Act			
			
Prepared by		Verified by	Approved by



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Vizianagaram

1/WTM/CE/GET/BOAT/0016

21/10/2022

Mr. Yeluri Danunjay
 Pedathadiavada,Denkada,
 Vizianagaram,Andhra Pradesh-535006
 Mobile #: 8333091541
 Email ID: yeluridhananjayrao@gmail.com

Dear Mr. Yeluri Danunjay

Sub: Appointment as Apprentice Graduate Engineer Trainee (GET BOAT)

With reference to your application and subsequent interview you had with us, we have pleasure in selecting you as Graduate Engineer Trainee (GET BOAT) at *WSP RWS Basti-1273, Uttar Pradesh* on the following terms and conditions:

1. You will be required to join latest by 28/10/2022 and please note that you will not be eligible for reimbursement of any expenses that you incur for reporting. Please note that request for extension in joining time will not be entertained.
2. Your period of apprenticeship training will be for 12 months from the date of joining at the above location.
 - 2.1. You will be enrolled under Board of Apprenticeship Training Scheme (BOAT). At the end of the training programme, you will be issued a Certificate of Proficiency by the Government of India.
 - 2.2. The training period may be extended, if you have not attended training on all days or not fulfilled the Apprenticeship Training Program objectives.
 - 2.3. On successful completion of apprenticeship training period of twelve months or extended training period, your performance will be evaluated to reward meritorious performance and extra-ordinary contribution. Accordingly, you will be considered for appointment in the appropriate grade as per company pay grades based on vacancies existing in the company at that time.
3. During the course of your apprenticeship training, the company will pay you the stipend of ₹ 18,650/- (Rupees Eighteen Thousand Six Hundred Fifty Only) per month.
 - 3.1. You will be eligible for the following additional benefits when posted at projects sites:

#	Benefits
1	Covered under Medical Insurance as per company Policy
2	Free Bachelor accommodation
3	Free Food facility at site canteen
4	Covered under The Employees Compensation Act, 1923 under Social Security Code

Page 1 of 3



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- 3.2. Apprenticeship trainee is not an employee and such the provisions of any law with respect to employee shall not apply to or in relation to such apprentice including other project based allowance.
4. **Trainee Service Agreement:** You will be required to execute a service agreement, undertaking to serve the company for a minimum period of two years from the date of your joining. You must keep us informed of your contact address whenever there is any change for updating this service agreement.
 5. **Exclusivity:** During the period of apprenticeship training program, you shall not engage 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 and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
 6. **Confidentiality:** You shall not disclose the terms and conditions of this agreement and treat the following as strictly confidential; (i) your stipend and additional benefits, (ii) any information of the project site where you are posted or any other project site, financial position, future plans, customers of which you may be aware and particularly the construction plan, drawings, quotations and specifications.
 7. **Code of Ethics & Conduct:** You shall abide by the company corporate governance policies, safety preamble/procedures and any amendments thereof may applicable from time to time. Also attached Code of Ethics & Conduct to be signed and submitted at the time of joining which forms part of this appointment.
 8. **Deputation or Transfer:** As a part of Apprenticeship training program, you are likely to be deputed or transferred, to any office/project site that now exists or may be acquired later within India at any time.
 9. **Systems and Procedures:** You will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company and that of place of posting as notified and in force from time to time.
 10. **Pre-Employment Medical Checkup:** As per company policy, upon accepting this Trainee Apprenticeship Program, you have to undergo pre-employment medical Check-up at the company authorized hospital at your own cost as per the attachments along with this letter. This appointment is subject to your being found medically fit in the pre-employment medical Check-up.
 11. **Verification of document:** The appointment is further subject to verification of the particulars given by you on application form / apprentice contract registration form. In case any particulars mentioned by you in the application for appointment are found false or incorrect, your training period shall be terminated without any notice.
 12. **Tax Deduction at Source:** Income Tax liability, if any, will be borne by you.
 13. **Termination:** The company shall have the right to terminate this agreement forthwith without any notice in the event of moral turpitude. The termination clause in trainee service agreement forms the part of this appointment.
 14. **Alternate Dispute Resolution:** Any dispute or difference or claim arising out of this trainee apprenticeship shall be resolved among themselves through mutual negotiations. The


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Ycluri Danunjay

relevant clauses (including jurisdiction of courts) of trainee service agreement will form part of this appointment.

Please confirm your acceptance thru email to the undersigned as a token of agreement to the terms and conditions thereof, within 10 days from the date of this appointment. In case, we do not receive any communication from you by that date, it is presumed that you are not interested in trainee apprenticeship program. Thereafter, this appointment shall be cancelled automatically.

With best wishes,

For Megha Engineering & Infrastructures Ltd.



21/10/2022

D Venkata Ramana Rao

Vice President-HR



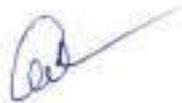
Acceptance

I have read all the terms and conditions thereof and hereby accept my selection as Graduate Engineer Trainee under Trainee Apprentice Program of BOAT.

Place:

Date:

Signature of the Candidate



SPOC, IOAC
SIT
VIZIANAGARAM

CE/GET/0201

Date: 29/06/2022

Mr.Badithabonu Srinu

H.NO: 2-138, Yata Veedhi, Pollanki,

Vizianagaram, Andhra Pradesh - 535215.

Mobile No: 8464993811

Email Id: badithabonusrinu2016@gmail.com

Dear Mr.Badithabonu Srinu

**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 LIS Kaleshwaram Link IV Pkg II - 1259, Telangana to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join us on or before 11/07/2022
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.
3. **Emoluments:** Your annual remuneration will be Rs. 2,40,600 (Rupees Two Lakh Forty 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.
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.
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.
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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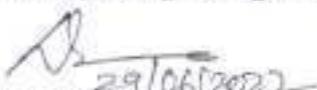
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- 12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed 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.
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.


29/06/2022
D Venkata Ramana Rao
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. Badithabonu Srinu	Sector	Irrigation
Grade	T	Designation	Graduate Engineer Trainee
Department	Execution	Vertical	Director BD&P
Office / Unit / Project:	LIS Kaleshwaram Link IV Pkg II - 1259		
DOJ	11/07/2022	Effective Date	11/07/2022
Salary 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
Fixed Total Cost to the Company (B)		20,050	2,40,600
▶ Medical Insurance : As per policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
▶ Free bachelor accommodation for employees posted at sites.			
▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.			
▶ Group Term Life Insurance : As per policy			
▶ TDS as per IT Act.			
▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ ESI: As per ESI Act			
▶ Bonus: As per Bonus Act			
<i>S. Badithabonu</i>			
Prepared by	<i>Srinu</i>	Verified by	<i>[Signature]</i> 29/06/2022 Approved by

[Signature]
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SIT
Vizianagaram

[Signature]
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Satya Institute of Technology and Management
Vizianagaram

I/WTM/CE/GET/BOAT/0018

21/10/2022

Mr. Adari Mohan
 H.No: 1-71, Kasimkota Mandalam, Atcherla,
 Visakhapatnam, Andhra Pradesh-531031
 Mobile #: 8897541121
 Email ID: mohamadari862@gmail.com

Dear Mr. Adari Mohan

Sub: Appointment as Apprentice Graduate Engineer Trainee (GET BOAT)

With reference to your application and subsequent interview you had with us, we have pleasure in selecting you as Graduate Engineer Trainee (GET BOAT) at WSP RWS Basit-1273, Uttar Pradesh on the following terms and conditions:

1. You will be required to join latest by 28/10/2022 and please note that you will not be eligible for reimbursement of any expenses that you incur for reporting. Please note that request for extension in joining time will not be entertained.
2. Your period of apprenticeship training will be for 12 months from the date of joining at the above location.
 - 2.1. You will be enrolled under Board of Apprenticeship Training Scheme (BOAT). At the end of the training programme, you will be issued a Certificate of Proficiency by the Government of India.
 - 2.2. The training period may be extended, if you have not attended training on all days or not fulfilled the Apprenticeship Training Program objectives.
 - 2.3. On successful completion of apprenticeship training period of twelve months or extended training period, your performance will be evaluated to reward meritorious performance and extra-ordinary contribution. Accordingly, you will be considered for appointment in the appropriate grade as per company pay grades based on vacancies existing in the company at that time.
3. During the course of your apprenticeship training, the company will pay you the stipend of ₹ 18,650/- (Rupees Eighteen Thousand Six Hundred Fifty Only) per month.
 - 3.1. You will be eligible for the following additional benefits when posted at projects sites:

#	Benefits
1	Covered under Medical Insurance as per company Policy
2	Free Bachelor accommodation
3	Free Food facility at site canteen
4	Covered under The Employees Compensation Act, 1923 under Social Security Code

Page 1 of 3



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- 3.2. Apprenticeship trainee is not an employee and such the provisions of any law with respect to employee shall not apply to or in relation to such apprentice including other project based allowance.
4. **Trainee Service Agreement:** You will be required to execute a service agreement, undertaking to serve the company for a minimum period of two years from the date of your joining. You must keep us informed of your contact address whenever there is any change for updating this service agreement.
 5. **Exclusivity:** During the period of apprenticeship training program, you shall not engage 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 and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
 6. **Confidentiality:** You shall not disclose the terms and conditions of this agreement and treat the following as strictly confidential: (i) your stipend and additional benefits, (ii) any information of the project site where you are posted or any other project site, financial position, future plans, customers of which you may be aware and particularly the construction plan, drawings, quotations and specifications.
 7. **Code of Ethics & Conduct:** You shall abide by the company corporate governance policies, safety preamble/procedures and any amendments thereof may applicable from time to time. Also attached Code of Ethics & Conduct to be signed and submitted at the time of joining which forms part of this appointment.
 8. **Deputation or Transfer:** As a part of Apprenticeship training program, you are likely to be deputed or transferred, to any office/project site that now exists or may be acquired later within India at any time.
 9. **Systems and Procedures:** You will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company and that of place of posting as notified and in force from time to time.
 10. **Pre-Employment Medical Checkup:** As per company policy, upon accepting this Trainee Apprenticeship Program, you have to undergo pre-employment medical Check-up at the company authorized hospital at your own cost as per the attachments along with this letter. This appointment is subject to your being found medically fit in the pre-employment medical Check-up.
 11. **Verification of document:** The appointment is further subject to verification of the particulars given by you on application form / apprentice contract registration form. In case any particulars mentioned by you in the application for appointment are found false or incorrect, your training period shall be terminated without any notice.
 12. **Tax Deduction at Source:** Income Tax liability, if any, will be borne by you.
 13. **Termination:** The company shall have the right to terminate this agreement forthwith without any notice in the event of moral turpitude. The termination clause in trainee service agreement forms the part of this appointment.
 14. **Alternate Dispute Resolution:** Any dispute or difference or claim arising out of this trainee apprenticeship shall be resolved among themselves through mutual negotiations. The

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Adari Mohan

relevant clauses (including jurisdiction of courts) of trainee service agreement will form part of this appointment.

Please confirm your acceptance thru email to the undersigned as a token of agreement to the terms and conditions thereof, within 10 days from the date of this appointment. In case, we do not receive any communication from you by that date, it is presumed that you are not interested in trainee apprenticeship program. Thereafter, this appointment shall be cancelled automatically.

With best wishes,

For Megha Engineering & Infrastructures Ltd.


21/10/2022
D Venkata Ramana Rao
Vice President-HR

PK

Acceptance

I have read all the terms and conditions thereof and hereby accept my selection as Graduate Engineer Trainee under Trainee Apprentice Program of BOAT.

Place:
Date:

Signature of the Candidate


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Vizianagaram

I/WTM/CE/GET/BOAT/0020

21/10/2022

Mr. Bammidi Sumanth
 H.No:668,Rajeev Nagar Colony,
 Vizianagaram,Andhra Pradesh-535002
 Mobile #: 9110332745
 Email ID: sumanthbammidi1@gmail.com

Dear Mr. Bammidi Sumanth

Sub: Appointment as Apprentice Graduate Engineer Trainee (GET BOAT)

With reference to your application and subsequent interview you had with us, we have pleasure in selecting you as Graduate Engineer Trainee (GET BOAT) at *WSP RWS Basti-1273, Uttar Pradesh* on the following terms and conditions:

1. You will be required to join latest by 28/10/2022 and please note that you will not be eligible for reimbursement of any expenses that you incur for reporting. Please note that request for extension in joining time will not be entertained.
2. Your period of apprenticeship training will be for 12 months from the date of joining at the above location.
 - 2.1. You will be enrolled under Board of Apprenticeship Training Scheme (BOAT). At the end of the training programme, you will be issued a Certificate of Proficiency by the Government of India.
 - 2.2. The training period may be extended, if you have not attended training on all days or not fulfilled the Apprenticeship Training Program objectives.
 - 2.3. On successful completion of apprenticeship training period of twelve months or extended training period, your performance will be evaluated to reward meritorious performance and extra-ordinary contribution. Accordingly, you will be considered for appointment in the appropriate grade as per company pay grades based on vacancies existing in the company at that time.
3. During the course of your apprenticeship training, the company will pay you the stipend of ₹ 18,650/- (Rupees Eighteen Thousand Six Hundred Fifty Only) per month.
 - 3.1. You will be eligible for the following additional benefits when posted at projects sites:

#	Benefits
1	Covered under Medical Insurance as per company Policy
2	Free Bachelor accommodation
3	Free Food facility at site canteen
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Page 1 of 3



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- 3.2. Apprenticeship trainee is not an employee and such the provisions of any law with respect to employee shall not apply to or in relation to such apprentice including other project based allowance.
4. **Trainee Service Agreement:** You will be required to execute a service agreement, undertaking to serve the company for a minimum period of two years from the date of your joining. You must keep us informed of your contact address whenever there is any change for updating this service agreement.
 5. **Exclusivity:** During the period of apprenticeship training program, you shall not engage 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 and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
 6. **Confidentiality:** You shall not disclose the terms and conditions of this agreement and treat the following as strictly confidential: (i) your stipend and additional benefits, (ii) any information of the project site where you are posted or any other project site, financial position, future plans, customers of which you may be aware and particularly the construction plan, drawings, quotations and specifications.
 7. **Code of Ethics & Conduct:** You shall abide by the company corporate governance policies, safety preamble/procedures and any amendments thereof may applicable from time to time. Also attached Code of Ethics & Conduct to be signed and submitted at the time of joining which forms part of this appointment.
 8. **Deputation or Transfer:** As a part of Apprenticeship training program, you are likely to be deputed or transferred, to any office/project site that now exists or may be acquired later within India at any time.
 9. **Systems and Procedures:** You will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company and that of place of posting as notified and in force from time to time.
 10. **Pre-Employment Medical Checkup:** As per company policy, upon accepting this Trainee Apprenticeship Program, you have to undergo pre-employment medical Check-up at the company authorized hospital at your own cost as per the attachments along with this letter. This appointment is subject to your being found medically fit in the pre-employment medical Check-up.
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 12. **Tax Deduction at Source:** Income Tax liability, if any, will be borne by you.
 13. **Termination:** The company shall have the right to terminate this agreement forthwith without any notice in the event of moral turpitude. The termination clause in trainee service agreement forms the part of this appointment.
 14. **Alternate Dispute Resolution:** Any dispute or difference or claim arising out of this trainee apprenticeship shall be resolved among themselves through mutual negotiations. The


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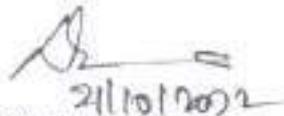
Bammidi Sumanth

relevant clauses (including jurisdiction of courts) of trainee service agreement will form part of this appointment.

Please confirm your acceptance thru email to the undersigned as a token of agreement to the terms and conditions thereof, within 10 days from the date of this appointment. In case, we do not receive any communication from you by that date, it is presumed that you are not interested in trainee apprenticeship program. Thereafter, this appointment shall be cancelled automatically.

With best wishes,

For Megha Engineering & Infrastructures Ltd.



D Venkata Ramana Rao

Vice President-HR



Acceptance

I have read all the terms and conditions thereof and hereby accept my selection as Graduate Engineer Trainee under Trainee Apprentice Program of BOAT.

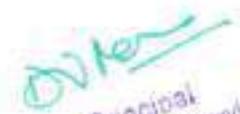
Place:

Date:

Signature of the Candidate



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Vizianagaram

Page 3 of 3



CE/GET/0199

Date: 29/06/2022

Mr. Behara Bhavani Prasad

H.NO: # Main Road, Gadasam, Dattirajeru Mandalam,

Vizianagaram, Andhra Pradesh - 535580.

Mobile No: 7658921849

Email Id: bhavaniprasadpatnaik98@gmail.com

Dear Mr. Behara Bhavani Prasad

**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 pleased to appoint you as Graduate Engineer Trainee (T) at LIS Kaleshwaram Link IV Pkg II - 1259, Telangana to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join us on or before 11/07/2022
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.
3. **Emoluments:** Your annual remuneration will be **Rs. 2,40,600 (Rupees Two Lakh Forty 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.
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.
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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.
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.
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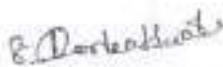
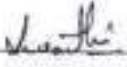
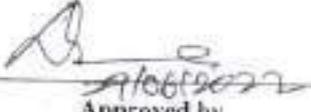


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Cost to Company

Employee Name	Mr. Behara Bhavani Prasad	Sector	Irrigation
Grade	T	Designation	Graduate Engineer Trainee
Department	Execution	Vertical	Director BD&P
Office / Unit / Project:	LIS Kaleshwaram Link IV Pkg II - 1259		
DOJ	11/07/2022	Effective Date	11/07/2022
Salary 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
Fixed Total Cost to the Company (B)		20,050	2,40,600
▶ Medical Insurance : As per policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
▶ Free bachelor accommodation for employees posted at sites.			
▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.			
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▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ ESI: As per ESI Act			
▶ Bonus: As per Bonus Act			
			
Prepared by		Verified by	Approved by


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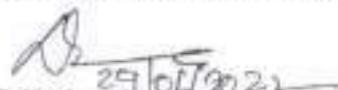

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- 12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed 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.

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.


29/10/2022
D Venkata Ramana Rao
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, IOAC
SITE: _____, MEGA
VIZIANAGARAM


Principal
Satya Institute of Technology and Management
Vizianagaram

CE/GET/0200

Date: 29/06/2022

Mr.Gedda Koteswara Rao

H.NO: C-36, Pedda Veedhi, Duppada,
Cheepurupalle, Vizianagaram, Andhra Pradesh - 535003.
Mobile No: 8374477153
Email Id: kotiprabha512gmail.com

Dear Mr.Gedda Koteswara Rao

**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 LIS Kaleshwaram Link IV Pkg II - 1259, Telangana to undergo training program with our Organization under the following terms and conditions:

1. **Date of Employment:** You shall join us on or before 11/07/2022
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.
3. **Emoluments:** Your annual remuneration will be **Rs. 2,40,600 (Rupees Two Lakh Forty 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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[Handwritten Signature]
SPOC, IOAC
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VIZIANAGARAM

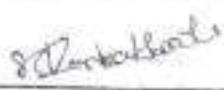
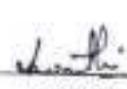
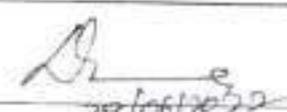
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Principal
Satya Institute of Technology and Management
Vizianagaram

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.
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.
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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Vizianagaram

Cost to Company			
Employee Name	Mr. Gedda Koteswara Rao	Sector	Irrigation
Grade	T	Designation	Graduate Engineer Trainee
Department	Execution	Vertical	Director BD&P
Office / Unit / Project:	LIS Kaleshwaram Link IV Pkg II - 1259		
DOJ	11/07/2022	Effective Date	11/07/2022
Salary 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
Fixed Total Cost to the Company (B)		20,050	2,40,600
▶ Medical Insurance : As per policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
▶ Free bachelor accommodation for employees posted at sites.			
▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.			
▶ Group Term Life Insurance : As per policy			
▶ TDS as per IT Act			
▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ ESI: As per ESI Act			
▶ Bonus: As per Bonus Act			
			
Prepared by		Verified by	Approved by



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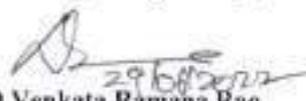
Gedda Koteswara Rao

- 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.


29/08/2022
D Venkata Ramana Rao
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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Vizianagaram

1/WTM/CE/GET/BOAT/0019

21/10/2022

Mr. Korada Murari
 H.No:5-88, BC Colony, Ward no 70, Lakshmi puram, Chintalaagaraharam,
 Vishakhapatnam, Andhra Pradesh-530047
 Mobile #: 6302370578
 Email ID: manojmurari12@gmail.com

Dear Mr. Korada Murari

Sub: Appointment as Apprentice Graduate Engineer Trainee (GET BOAT)

With reference to your application and subsequent interview you had with us, we have pleasure in selecting you as Graduate Engineer Trainee (GET BOAT) at *WSP RWS Basti-1273, Uttar Pradesh* on the following terms and conditions:

1. You will be required to join latest by 28/10/2022 and please note that you will not be eligible for reimbursement of any expenses that you incur for reporting. Please note that request for extension in joining time will not be entertained.
2. Your period of apprenticeship training will be for 12 months from the date of joining at the above location.
 - 2.1. You will be enrolled under Board of Apprenticeship Training Scheme (BOAT). At the end of the training programme, you will be issued a Certificate of Proficiency by the Government of India.
 - 2.2. The training period may be extended, if you have not attended training on all days or not fulfilled the Apprenticeship Training Program objectives.
 - 2.3. On successful completion of apprenticeship training period of twelve months or extended training period, your performance will be evaluated to reward meritorious performance and extra-ordinary contribution. Accordingly, you will be considered for appointment in the appropriate grade as per company pay grades based on vacancies existing in the company at that time.
3. During the course of your apprenticeship training, the company will pay you the stipend of ₹ 18,650/- (Rupees Eighteen Thousand Six Hundred Fifty Only) per month.
 - 3.1. You will be eligible for the following additional benefits when posted at projects sites:

#	Benefits
1	Covered under Medical Insurance as per company Policy
2	Free Bachelor accommodation
3	Free Food facility at site canteen
4	Covered under The Employees Compensation Act, 1923 under Social Security Code



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- 3.2. Apprenticeship trainee is not an employee and such the provisions of any law with respect to employee shall not apply to or in relation to such apprentice including other project based allowance.
4. **Trainee Service Agreement:** You will be required to execute a service agreement, undertaking to serve the company for a minimum period of two years from the date of your joining. You must keep us informed of your contact address whenever there is any change for updating this service agreement.
 5. **Exclusivity:** During the period of apprenticeship training program, you shall not engage 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 and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
 6. **Confidentiality:** You shall not disclose the terms and conditions of this agreement and treat the following as strictly confidential: (i) your stipend and additional benefits, (ii) any information of the project site where you are posted or any other project site, financial position, future plans, customers of which you may be aware and particularly the construction plan, drawings, quotations and specifications.
 7. **Code of Ethics & Conduct:** You shall abide by the company corporate governance policies, safety preamble/procedures and any amendments thereof may applicable from time to time. Also attached Code of Ethics & Conduct to be signed and submitted at the time of joining which forms part of this appointment.
 8. **Deputation or Transfer:** As a part of Apprenticeship training program, you are likely to be deputed or transferred, to any office/project site that now exists or may be acquired later within India at any time.
 9. **Systems and Procedures:** You will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company and that of place of posting as notified and in force from time to time.
 10. **Pre-Employment Medical Checkup:** As per company policy, upon accepting this Trainee Apprenticeship Program, you have to undergo pre-employment medical Check-up at the company authorized hospital at your own cost as per the attachments along with this letter. This appointment is subject to your being found medically fit in the pre-employment medical Check-up.
 11. **Verification of document:** The appointment is further subject to verification of the particulars given by you on application form / apprentice contract registration form. In case any particulars mentioned by you in the application for appointment are found false or incorrect, your training period shall be terminated without any notice.
 12. **Tax Deduction at Source:** Income Tax liability, if any, will be borne by you.
 13. **Termination:** The company shall have the right to terminate this agreement forthwith without any notice in the event of moral turpitude. The termination clause in trainee service agreement forms the part of this appointment.
 14. **Alternate Dispute Resolution:** Any dispute or difference or claim arising out of this trainee apprenticeship shall be resolved among themselves through mutual negotiations. The

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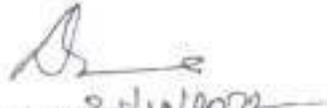
Korada Murari

relevant clauses (including jurisdiction of courts) of trainee service agreement will form part of this appointment.

Please confirm your acceptance thru email to the undersigned as a token of agreement to the terms and conditions thereof, within 10 days from the date of this appointment. In case, we do not receive any communication from you by that date, it is presumed that you are not interested in trainee apprenticeship program. Thereafter, this appointment shall be cancelled automatically.

With best wishes,

For Megha Engineering & Infrastructures Ltd.


2-11-2022
D Venkata Ramana Rao
Vice President-HR



Acceptance

I have read all the terms and conditions thereof and hereby accept my selection as Graduate Engineer Trainee under Trainee Apprentice Program of BOAT.

Place:
Date:

Signature of the Candidate


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Neelam Trinadha Pavan Kumar

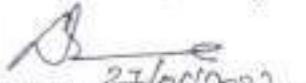
- 12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed to be in the services of the Company, during the 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.


27/06/2022
D Venkata Ramana Rao
Vice President-HR

ACCEPTANCE OF OFFER OF APPOINTMENT

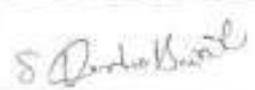
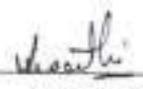
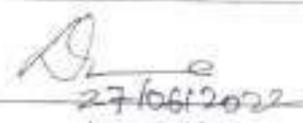
I hereby acknowledge with thanks the receipt of your Offer of Appointment dated _____ and accept the terms & conditions of the same.

Place:
Date:

Signature of the Candidate


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Cost to Company			
Employee Name	Mr. Neelam Trinadha Pavan Kumar	Sector	Irrigation
Grade	T	Designation	Graduate Engineer Trainee
Department	Execution	Vertical	Director Projects
Office / Unit / Project:	Drip Irrigation Singathalur Pkg I - 3131		
DOJ	06/07/2022	Effective Date	06/07/2022
Salary 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
Fixed Total Cost to the Company (B)		20,050	2,40,600
▶ Medical Insurance : As per policy			
▶ Cost of monthly mobile charges and data card/internet charges will be borne by company as per policy.			
▶ Employees posted at sites are eligible for Family accommodation as per policy.			
▶ Free bachelor accommodation for employees posted as sites.			
▶ Employees posted at sites are eligible for food facility at site canteens. Employees availing family accommodation are not entitled for canteen facility.			
▶ Group Term Life Insurance : As per policy.			
▶ TDS as per IT Act.			
▶ Gratuity: As per Gratuity Act			
▶ EPF: As per EPF & MP Act			
▶ ESI: As per ESI Act			
▶ Bonus: As per Bonus Act			
 Prepared by		 Verified by	
		 27/06/2022 Approved by	


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 Satya Institute of Technology and Management
 Vizianagaram

CE/GET/0198

Date: 27/06/2022

Mr. Neelam Trinadha Pavan Kumar
H.NO: 9-59, Sivapuram, K D Peta Road,
Narsipatnam, Visakhapatnam, Andhra Pradesh - 531116.
Mobile No: 9177804454
Email Id: n.t.p.kumarcivilengineer@gmail.com

Dear Mr. Neelam Trinadha Pavan 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 Drip Irrigation Singathalur Pkg I - 3131, Karnataka to undergo training program with our Organization under the following terms and conditions:

- Date of Employment:** You shall join us on or before 06/07/2022
- 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.
 - 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. 2,40,600 (Rupees Two Lakh Forty 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-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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Neelam Trinadha Pavan Kumar

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.
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.
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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