EXPORT TRADE MART
"Get instant deal here"

Job Offer With 1IEXPO TRADEMART INDIA PVT. LTD.

Dear Karthik Chinthagattu,

I am delighted & excited to welcome you to 1IEXPO TRADEMART INDIA PVT. LTD. as a **Business Development Executive** At 1IEXPO TRADEMART INDIA PVT. LTD., we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with 1IEXPO TRADEMART INDIA PVT. LTD.

Your appointment will be governed by the terms and conditions presented in the **Annexure A.**
We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

1IEXPO TRADEMART INDIA PRIVATE LIMITED

Director

Congratulations!
Date:- 14/03/2023

B.Prakash

Director

Address: 4/803, Velachery Main Road, Medavakkam, Chennai
Tamil Nadu – 600100
Ph: 044-4287 4778 E-mail:- info@exporttrademart.com

Job Offer With 1IEXPO TRADEMART INDIA PVT. LTD.

Annexure A

You shall be governed by the following terms and condition of service during your job with 1IEXPO TRADEMART INDIA PVT. LTD. and those may be amended from time to time.

1. You are being hired as a **Business Development Executive** and **Mr. Ashish Bhardwaj** would be your Reporting Manager and Mentor during the training period. As a **Business Development Executive** you would be responsible for given tasks and responsibilities.

2. Your date of joining is 16/03/2023 and the duration of the job training would be **1 Week**. During this time you are expected to devote your time and efforts solely to 1IEXPO TRADEMART INDIA PVT. LTD. work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

3. You will be working remotely for the duration of the job. There will be catch ups scheduled with your mentor to discuss work progress and overall job experience at regular intervals.

4. All the work that you will produce at or in relation to Export Trade Mart will be the intellectual property of 1IEXPO TRADEMART INDIA PVT. LTD. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.

5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your job will be your responsibility. 1IEXPO TRADEMART INDIA PVT. LTD. operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the job you are expected to hand over all 1IEXPO TRADEMART INDIA PVT. LTD. work/data stored on your Personal Computer to your mentor and delete the same from your machine.

Job Offer With 1IEXPO TRADEMART INDIA PVT. LTD.

6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

9. 1IEXPO TRADEMART INDIA PVT. LTD. is a growing company and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.

10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

11. Have fun at what you do and do the right thing – both the principles are core of what 1IEXPO TRADEMART INDIA PVT. LTD. stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

12. You will be provided **Rs. 17,000 Per Month** as Salary with Rs. 1000 incentive per sales. All the office related expenses (phone calls, Internet etc., if any) would be reimbursed on actual basis.

Job Offer With 1IEXPO TRADEMART INDIA PVT. LTD.

I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date: 14/03/23
Signature: Kathik

Place: Chennai
Name: Kathik

EXPORT TRADE MART

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2483 **Date: 24 April 2023**

Dear **Pannuru Sai Kumar Sai Kumar,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining: 16 May 2023

Training Period: **16 May 2023 to 25 May 2023**
On the Job Training Start Date: **26 May 2023**
On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

Training Policy

▪ Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.

▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.

▪ At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.

- Resignation procedure includes: - 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1month stipend and you can be relieved from the company.

▪ All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.

▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.

▪ You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.

▪ Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.

▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2484 **Date: 24 April 2023**

Dear **Bhagavathi V,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining: 16 May 2023

Training Period: **16 May 2023 to 25 May 2023**
On the Job Training Start Date: **26 May 2023**
On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

Training Policy

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▪ Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.

▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2485 **Date: 24 April 2023**

Dear **G Venu Gopal,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining: 16 May 2023

Training Period: **16 May 2023 to 25 May 2023**
On the Job Training Start Date: **26 May 2023**
On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

Training Policy

▪ Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.

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▪ Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.

▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2486 **Date: 24 April 2023**

Dear **Lavanya Appana,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining: 16 May 2023

Training Period: **16 May 2023 to 25 May 2023**
On the Job Training Start Date: **26 May 2023**
On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

Training Policy

▪ Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.

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▪ Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.

▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2487 **Date: 24 April 2023**

Dear **K Guna Soumya,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

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▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2488 **Date: 24 April 2023**

Dear **Kaviti Dharani,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

Training Policy

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▪ Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.

▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2489 **Date: 24 April 2023**

Dear **Anil Kumar Gogula,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining: 16 May 2023

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On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

Training Policy

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▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2490 **Date: 24 April 2023**

Dear **Arjun J,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

hr@academor.com
+91 8310181740

Training Policy

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Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2491 **Date: 24 April 2023**

Dear **Daruri Dharshan Chowdary,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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Incentives: INR **10000**
Target: **200000** INR per month.

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I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

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(Candidate's Signature)

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▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2492 **Date: 24 April 2023**

Dear **Dhineshkumar M,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining: 16 May 2023

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On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

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Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

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(Candidate's Signature)

Training Policy

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▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.

▪ At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.

- Resignation procedure includes: - 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1month stipend and you can be relieved from the company.

▪ All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.

▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.

▪ You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.

▪ Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.

▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2493 **Date: 24 April 2023**

Dear **Gorantla Sai Venkata Gopi Krishna,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining: 16 May 2023

Training Period: **16 May 2023 to 25 May 2023**
On the Job Training Start Date: **26 May 2023**
On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

Training Policy

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▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2494 **Date: 24 April 2023**

Dear **Hari Sai Pradhyumna Komma,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2495 **Date: 24 April 2023**

Dear **Kondiboina Madhu Kumar,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

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(Candidate's Signature)

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2496 **Date: 24 April 2023**

Dear **Mohammad Sirajuddin,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2497 **Date: 24 April 2023**

Dear **Nadipelli Srinath Rao,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2498 **Date: 24 April 2023**

Dear **Shaik Yaseen,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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Incentives: INR **10000**
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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2499 **Date: 24 April 2023**

Dear **Sravan Ekkati,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

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(Candidate's Signature)

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2500 **Date: 24 April 2023**

Dear **Talluri S S Sai Krishna,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2501 **Date: 24 April 2023**

Dear **Bavisetti Vamsi Krishna,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2502 **Date: 24 April 2023**

Dear **Katika Tawfiq Ahamed,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2503 **Date: 24 April 2023**

Dear **Maddirala Netrananda Reddy,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

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▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2504 **Date: 24 April 2023**

Dear **Pasupuleti Manoj Naidu,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining: 16 May 2023

Training Period: **16 May 2023 to 25 May 2023**
On the Job Training Start Date: **26 May 2023**
On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

Training Policy

▪ Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.

▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.

▪ At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.

- Resignation procedure includes: - 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1month stipend and you can be relieved from the company.

▪ All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.

▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.

▪ You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.

▪ Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.

▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2505 **Date: 24 April 2023**

Dear **Sahil Sharma,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining: 16 May 2023

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On the Job Training Start Date: **26 May 2023**
On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

Training Policy

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▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2506 **Date: 24 April 2023**

Dear **Satish Muppanaboina,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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Training Period: **16 May 2023 to 25 May 2023**
On the Job Training Start Date: **26 May 2023**
On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

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▪ The stipend cycle will start along with your OJT.

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2507 **Date: 24 April 2023**

Dear **Shiva Charan Nomula,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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On the Job Training Start Date: **26 May 2023**
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Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

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▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2508 **Date: 24 April 2023**

Dear **Suchand Manchikanti,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

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(Candidate's Signature)

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▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2509 **Date: 24 April 2023**

Dear **Venkataramana Paidi,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

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(Candidate's Signature)

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Please indicate your acceptance of this offer by signing below.

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2510 **Date: 24 April 2023**

Dear **Amoori Madhu,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

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SIGNATURE: DATE:

(Candidate's Signature)

Training Policy

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▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2511 **Date: 24 April 2023**

Dear **Kiran Kalthireddy,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

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(Candidate's Signature)

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2512 **Date: 24 April 2023**

Dear **Rethick B,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2513 **Date: 24 April 2023**

Dear **Ajay Jebastin V,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2514 **Date: 24 April 2023**

Dear **Amrish Raveen R,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

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(Candidate's Signature)

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2515 **Date: 24 April 2023**

Dear **Bhumireddy Venkata Ramana Reddy,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

Training Policy

▪ Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.

▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.

▪ At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.

- Resignation procedure includes: - 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1month stipend and you can be relieved from the company.

▪ All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.

▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.

▪ You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.

▪ Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.

▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2516 **Date: 24 April 2023**

Dear **Guddu Kumar Bhandari,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining: 16 May 2023

Training Period: **16 May 2023 to 25 May 2023**
On the Job Training Start Date: **26 May 2023**
On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

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SIGNATURE: DATE:

(Candidate's Signature)

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Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2517 **Date: 24 April 2023**

Dear **JEHAN S,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

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(Candidate's Signature)

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2518 **Date: 24 April 2023**

Dear **Manikandanan V,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

hr@academor.com
+91 8310181740

Training Policy

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2519 **Date: 24 April 2023**

Dear **Mohammed Umar J,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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Incentives: INR **10000**
Target: **200000** INR per month.

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2520 **Date: 24 April 2023**

Dear **Rahul Kumar Verma,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2521 **Date: 24 April 2023**

Dear **Sanjeev Kumar,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2522 **Date: 24 April 2023**

Dear **Sai Prashanth Naredla,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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Incentives: INR **10000**
Target: **200000** INR per month.

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Please indicate your acceptance of this offer by signing below.

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2523 **Date: 24 April 2023**

Dear **Uma Mahesh Reddy Nathala,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2524 **Date: 24 April 2023**

Dear **Gunupudi Navanit Prasanna Kumar,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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Incentives: INR **10000**
Target: **200000** INR per month.

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2525 **Date: 24 April 2023**

Dear **Nayani Chandu,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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hr@academor.com
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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2526 **Date: 24 April 2023**

Dear **Ravi Teja Nekkanti,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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▪ All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.

▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.

▪ You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.

▪ Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.

▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2527 **Date: 24 April 2023**

Dear **Nelluri Bharath,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining: 16 May 2023

Training Period: **16 May 2023 to 25 May 2023**
On the Job Training Start Date: **26 May 2023**
On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per Month

Incentives: INR **10000**
Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 LPA** after completion of **On the Job Training Period.**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023.**

SIGNATURE: DATE:

(Candidate's Signature)

Training Policy

▪ Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.

▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2528 **Date: 24 April 2023**

Dear **Nookanaboina Prahlada,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2529 **Date: 24 April 2023**

Dear **Obulapuram Ajay Sukumar,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2530 **Date: 24 April 2023**

Dear **Rakesh Oleti,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2531 **Date: 24 April 2023**

Dear **Pabbireddy Sai Teja,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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Please indicate your acceptance of this offer by signing below.

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2532 **Date: 24 April 2023**

Dear **Surendra Padarthy,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2533 **Date: 24 April 2023**

Dear **Harsingh Padwal,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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(Candidate's Signature)

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2534 **Date: 24 April 2023**

Dear **Hanumantha Rao,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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SIGNATURE: DATE:

(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2535 **Date: 24 April 2023**

Dear **Naga Supraja Reddy Pallapolu,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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(Candidate's Signature)

Academor

675, 9th Main Road (Opp to HDFC Bank)
Sector 7, HSR Layout Bengaluru - 560068

OL No: AM2536 **Date: 24 April 2023**

Dear **Pamujula Tejeeswar,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023.**

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SIGNATURE: DATE:

(Candidate's Signature)

To,

Name : Tellakula Hari Venkata Lakshmi Alekya

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

Dear Tellakula Hari Venkata Lakshmi Alekya,

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

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

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

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

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Advanced App Engineering Associate**
- **Annual fixed compensation** for the fiscal will be **INR 5,41,500**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 46,028**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Maximum Annual Total earning potential – **INR 5,87,528 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 50,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits:** Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 9,100 /-**
  Notional Insurance Premium paid by Company – **INR 11,600 /-**
- **Annual Total Earning Potential + Additional Notional Benefits – INR 6,58,228/-**

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

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

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

To,

Name : Chittineni Jyothendra

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

Dear Chittineni Jyothendra,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Advanced App Engineering Associate**
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- **Annual Total Earning Potential + Additional Notional Benefits – INR 6,58,228/-**

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To,

Name : Manas Ranjan Rout

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

Dear Manas Ranjan Rout,

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

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Annexure A

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To,

Name : Jaswanthi Pooja Nallamothu

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

Dear Jaswanthi Pooja Nallamothu,

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

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- **Annual Total Earning Potential + Additional Notional Benefits – INR 6,58,228/-**

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To,

Name : Srujani Ranga

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

Dear Srujani Ranga,

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

To,

Name : Sai Manikanta Balaji Naidu Barre

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

Dear Sai Manikanta Balaji Naidu Barre,

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

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Annexure A

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To,

Name : Guduri Sandeep

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

Dear Guduri Sandeep,

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

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To,

Name : Abilash Augustus Prakasam

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

Dear Abilash Augustus Prakasam,

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To,

Name : Sai Anandapu

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

Dear Sai Anandapu,

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Annexure A

- Career Level - 12
- Proposed role - **Advanced App Engineering Associate**
- **Annual fixed compensation** for the fiscal will be **INR 5,41,500**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 46,028**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Maximum Annual Total earning potential – **INR 5,87,528 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 50,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits:** Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 9,100 /-**
  Notional Insurance Premium paid by Company – **INR 11,600 /-**
- **Annual Total Earning Potential + Additional Notional Benefits – INR 6,58,228/-**

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

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

To,

Name : Aravind Kumar S

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

Dear Aravind Kumar S,

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

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

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- **Annual Total Earning Potential + Additional Notional Benefits – INR 6,58,228/-**

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To,

Name : Pavan Kumar Battu

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

Dear Pavan Kumar Battu,

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To,

Name : Soma Sekhara Krishna Battula

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

Dear Soma Sekhara Krishna Battula,

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To,

Name : Kiran Kumar Bavisetti

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

Dear Kiran Kumar Bavisetti,

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To,

Name : Bishal Majumdar

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

Dear Bishal Majumdar,

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To,

Name : Harish Chidurala

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

Dear Harish Chidurala,

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To,

Name : Karanam Sai Harshitha

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

Dear Karanam Sai Harshitha,

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To,

Name : Harsha Vardhan Kuramdasu

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

Dear Harsha Vardhan Kuramdasu,

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

Annexure A

- Career Level - 12
- Proposed role - **Advanced App Engineering Associate**
- **Annual fixed compensation** for the fiscal will be **INR 5,41,500**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 46,028**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Maximum Annual Total earning potential – **INR 5,87,528 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 50,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits:** Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 9,100 /-**
  Notional Insurance Premium paid by Company – **INR 11,600 /-**
- **Annual Total Earning Potential + Additional Notional Benefits – INR 6,58,228/-**

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

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

To,

Name : Muppalla Sai Kishore

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

Dear Muppalla Sai Kishore,

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

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To,

Name : Vardana Sai Nakka

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

Dear Vardana Sai Nakka,

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To,

Name : Pakanati Jagadhish Kumar

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

Dear Pakanati Jagadhish Kumar,

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To,

Name : Kartheek Ramba

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

Dear Kartheek Ramba,

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To,

Name : Gayathri Sanapala

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

Dear Gayathri Sanapala,

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To,

Name : Rapol Vinay Kumar

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

Dear Rapol Vinay Kumar,

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To,

Name : Ragav Surapareddy

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

Dear Ragav Surapareddy,

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To,

Name : Turamalla Taniya

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

Dear Turamalla Taniya,

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Advanced App Engineering Associate**
- **Annual fixed compensation** for the fiscal will be **INR 5,41,500**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 46,028**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Maximum Annual Total earning potential – **INR 5,87,528 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 50,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits:** Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 9,100 /-**
  Notional Insurance Premium paid by Company – **INR 11,600 /-**
- **Annual Total Earning Potential + Additional Notional Benefits – INR 6,58,228/-**

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

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

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

To,

Name : Bheemaneni Sowmya

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

Dear Bheemaneni Sowmya,

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

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

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

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

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Kiran Kumar Chengala

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

Dear Kiran Kumar Chengala,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Guntupalli Bindu Priya

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

Dear Guntupalli Bindu Priya,

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

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

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- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Malla Manisha Reddy

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

Dear Malla Manisha Reddy,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Ragavi S

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

Dear Ragavi S,

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

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

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Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Sameer Basha S

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

Dear Sameer Basha S,

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

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

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- Career Level - 12
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To,

Name : Sandireddy Keerthi Reddy

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

Dear Sandireddy Keerthi Reddy,

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

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

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To,

Name : Preetham Balaji Vinay Rajkumar Adapa

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

Dear Preetham Balaji Vinay Rajkumar Adapa,

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
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- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Aleti Yamini

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

Dear Aleti Yamini,

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

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

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To,

Name : Bhargav Raj Sakala

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

Dear Bhargav Raj Sakala,

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To,

Name : Ch Lakshmi Devi

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

Dear Ch Lakshmi Devi,

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To,

Name : Chandanala Rakesh

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

Dear Chandanala Rakesh,

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To,

Name : C Dilli Babu

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

Dear C Dilli Babu,

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To,

Name : Durga Venkataprasad Dommeti

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

Dear Durga Venkataprasad Dommeti,

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To,

Name : Geddam Lakshmidhar

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

Dear Geddam Lakshmidhar,

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To,

Name : Gorla Hemanth Venkata Sai

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

Dear Gorla Hemanth Venkata Sai,

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
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- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Jeevan Manikanta Koruvada

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

Dear Jeevan Manikanta Koruvada,

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

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To,

Name : Kokkiligadda Bharath Kumar

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

Dear Kokkiligadda Bharath Kumar,

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To,

Name : Madanambeti Dwarakanath

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

Dear Madanambeti Dwarakanath,

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

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To,

Name : Madimetla Satya Venkatesh

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

Dear Madimetla Satya Venkatesh,

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To,

Name : Maruthi Chereddy

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

Dear Maruthi Chereddy,

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To,

Name : Mugunthan Raj P

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

Dear Mugunthan Raj P,

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To,

Name : Prachi Savita

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

Dear Prachi Savita,

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To,

Name : Vinay Kumar Reddy Sirigireddy

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

Dear Vinay Kumar Reddy Sirigireddy,

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Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
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- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
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- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : P Srikanth

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

Dear P Srikanth,

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To,

Name : Velpula Srinitha

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

Dear Velpula Srinitha,

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To,

Name : Yasmeen

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

Dear Yasmeen,

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To,

Name : Brisha Sharon

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

Dear Brisha Sharon,

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To,

Name : Chaduvu Srianutej Reddy

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

Dear Chaduvu Srianutej Reddy,

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To,

Name : Gopikannan M

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

Dear Gopikannan M,

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To,

Name : Kavin

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

Dear Kavin,

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To,

Name : Tharun R

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

Dear Tharun R,

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

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Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
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- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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To,

Name : Gadiparthi Pavan Kumar

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

Dear Gadiparthi Pavan Kumar,

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To,

Name : Lingala Rajeev Goud

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

Dear Lingala Rajeev Goud,

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To,

Name : Siva Sai Ganesh Ravula

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

Dear Siva Sai Ganesh Ravula,

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To,

Name : Jaya Krishna Suru

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

Dear Jaya Krishna Suru,

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To,

Name : Monika Bali

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

Dear Monika Bali,

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

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To,

Name : Dhivya Dharshini V

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

Dear Dhivya Dharshini V,

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To,

Name : Gangasani Akhileswara Reddy

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

Dear Gangasani Akhileswara Reddy,

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To,

Name : Jadi Navya

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

Dear Jadi Navya,

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

To,

Name : Monicka R

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

Dear Monicka R,

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Ravindra Reddy Nandyala

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

Dear Ravindra Reddy Nandyala,

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Nimisha John

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

Dear Nimisha John,

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To,

Name : Sai Prakash Rasamsetty

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

Dear Sai Prakash Rasamsetty,

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To,

Name : Harikrishna Karempudi

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

Dear Harikrishna Karempudi,

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To,

Name : Satish Tiruveedula

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

Dear Satish Tiruveedula,

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To,

Name : Prasad Uddhav Tokle

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

Dear Prasad Uddhav Tokle,

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To,

Name : Undela Lekhana

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

Dear Undela Lekhana,

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Uppari Sai Rahul

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

Dear Uppari Sai Rahul,

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To,

Name : Durgakalyan Vallabhasetti

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

Dear Durgakalyan Vallabhasetti,

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To,

Name : Mahitha Vattikunta

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

Dear Mahitha Vattikunta,

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To,

Name : Veeranki Krishna Sai

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

Dear Veeranki Krishna Sai,

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To,

Name : Velpuri Upendra Babu

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

Dear Velpuri Upendra Babu,

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To,

Name : Suryaprathap Shrinivas Vempa

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

Dear Suryaprathap Shrinivas Vempa,

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To,

Name : Shashank Vengala

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

Dear Shashank Vengala,

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To,

Name : Venuturumilli Bala Uday

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

Dear Venuturumilli Bala Uday,

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

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

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    - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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To,

Name : Verpula Yashwanth Kumar

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

Dear Verpula Yashwanth Kumar,

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To,

Name : Gnaneswar Vootla

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

Dear Gnaneswar Vootla,

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To,

Name : Vuyyuru Gopal Reddy

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

Dear Vuyyuru Gopal Reddy,

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To,

Name : Sai Vishnu Vardhan Yalla

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

Dear Sai Vishnu Vardhan Yalla,

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To,

Name : Yasani Venkata Subbaiah

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

Dear Yasani Venkata Subbaiah,

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

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To,

Name : Manoj Kumar Yenugula

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

Dear Manoj Kumar Yenugula,

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To,

Name : Yeredla Shiva Prakash Reddy

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

Dear Yeredla Shiva Prakash Reddy,

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To,

Name : Yogadharshini Raja

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

Dear Yogadharshini Raja,

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
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- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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To,

Name : Koganti Manoj Sai

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

Dear Koganti Manoj Sai,

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To,

Name : Kommaneni Gayatri Devi

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

Dear Kommaneni Gayatri Devi,

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To,

Name : Kommineni Ajay

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

Dear Kommineni Ajay,

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To,

Name : Konda Balaji

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

Dear Konda Balaji,

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To,

Name : Sai Anvitha Koneti

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

Dear Sai Anvitha Koneti,

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

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To,

Name : Korrapati Bhuvaneswara Chari

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

Dear Korrapati Bhuvaneswara Chari,

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To,

Name : Venkatesh Kunchapu

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

Dear Venkatesh Kunchapu,

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

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

To,

Name : Kurre Akhil

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

Dear Kurre Akhil,

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

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

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- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Murali Nadh Lagimsetti

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

Dear Murali Nadh Lagimsetti,

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

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To,

Name : Laka Kasi Praveen

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

Dear Laka Kasi Praveen,

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Yaswanth Ravi Kumar Maddiboyina

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

Dear Yaswanth Ravi Kumar Maddiboyina,

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To,

Name : Nikhil Bhargav Mandadi

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

Dear Nikhil Bhargav Mandadi,

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To,

Name : Manubothu Rupa Bhuvana Sri

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

Dear Manubothu Rupa Bhuvana Sri,

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

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To,

Name : Pranay Matsa

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

Dear Pranay Matsa,

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To,

Name : Mayaluri Kowsalya

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

Dear Mayaluri Kowsalya,

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Venkata Sai Rami Reddy Medapati

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

Dear Venkata Sai Rami Reddy Medapati,

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

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

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    - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Megha

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

Dear Megha,

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

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Annexure A

- Career Level - 12
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To,

Name : Dharani Meka

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

Dear Dharani Meka,

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Midde Venkata Rakesh

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

Dear Midde Venkata Rakesh,

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To,

Name : Motupally Srikara Charya

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

Dear Motupally Srikara Charya,

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To,

Name : Balakrishna Reddy Mule

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

Dear Balakrishna Reddy Mule,

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

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To,

Name : Munna Kumar Singh

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

Dear Munna Kumar Singh,

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To,

Name : Praneeth Kumar Muvva

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

Dear Praneeth Kumar Muvva,

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- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Harinadh Reddy Nagireddy

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

Dear Harinadh Reddy Nagireddy,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
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  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Naina Mohammed Rifath

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

Dear Naina Mohammed Rifath,

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

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To,

Name : Harika Nalabolu

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

Dear Harika Nalabolu,

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Nallani Naga Swetha

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

Dear Nallani Naga Swetha,

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Venkata Sai Krishna Reddy Nandra

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

Dear Venkata Sai Krishna Reddy Nandra,

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

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Annexure A

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To,

Name : Srinivasarao Narne

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

Dear Srinivasarao Narne,

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

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To,

Name : Koushik Venkata Raghavendra Navuluri

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

Dear Koushik Venkata Raghavendra Navuluri,

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To,

Name : Nitheesh Reddy Pabbangari

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

Dear Nitheesh Reddy Pabbangari,

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- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Manoj Kumar

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

Dear Manoj Kumar,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
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  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Bharath Sagar Palle

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

Dear Bharath Sagar Palle,

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To,

Name : Harsha Vardhan Pasedla

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

Dear Harsha Vardhan Pasedla,

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

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Patan Imran Khan

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

Dear Patan Imran Khan,

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To,

Name : Patnam Naga Venkata Sai Rani

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

Dear Patnam Naga Venkata Sai Rani,

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

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Annexure A

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To,

Name : P Pavan Kumar Reddy

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

Dear P Pavan Kumar Reddy,

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

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To,

Name : Peddapalli Srikanth

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

Dear Peddapalli Srikanth,

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To,

Name : Karthik Penagadam

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

Dear Karthik Penagadam,

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

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- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Pentyala Sandeep

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

Dear Pentyala Sandeep,

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

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

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To,

Name : Rajkiran Penumallu

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

Dear Rajkiran Penumallu,

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To,

Name : Dileep Kumar Peruri

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

Dear Dileep Kumar Peruri,

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To,

Name : Pingili Anusha

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

Dear Pingili Anusha,

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To,

Name : Ponnada Lokesh

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

Dear Ponnada Lokesh,

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To,

Name : Ponnam Amani

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

Dear Ponnam Amani,

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To,

Name : Ponugoti Siddhardha

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

Dear Ponugoti Siddhardha,

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To,

Name : Varun Sai Pothula

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

Dear Varun Sai Pothula,

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- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Potla Venu Gopal

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

Dear Potla Venu Gopal,

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

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To,

Name : Pujari Hema Kumar

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

Dear Pujari Hema Kumar,

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To,

Name : Purushotham Reddy Pulapelli

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

Dear Purushotham Reddy Pulapelli,

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To,

Name : Puli Masthan

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

Dear Puli Masthan,

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To,

Name : Puppala Tharun Kumar

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

Dear Puppala Tharun Kumar,

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To,

Name : Raju Rachakonda

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

Dear Raju Rachakonda,

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To,

Name : Jyoshna Rajaneni

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

Dear Jyoshna Rajaneni,

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To,

Name : Ashok Kumar Rajupalam

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

Dear Ashok Kumar Rajupalam,

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- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Raushan Kumar

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

Dear Raushan Kumar,

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

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

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- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

Annexure A

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Reddi Chandu

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

Dear Reddi Chandu,

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

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To,

Name : Reddyvari Sai Srujana Reddy

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

Dear Reddyvari Sai Srujana Reddy,

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

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Sai Kumar Routhu

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

Dear Sai Kumar Routhu,

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To,

Name : Sabbu Bhuvaneswar Reddy

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

Dear Sabbu Bhuvaneswar Reddy,

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

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To,

Name : A V Sai Teja Girish

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

Dear A V Sai Teja Girish,

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To,

Name : Samhitha Vb

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

Dear Samhitha Vb,

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To,

Name : Dinesh Babu Satram

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

Dear Dinesh Babu Satram,

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- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Althaf Hussain Shaik

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

Dear Althaf Hussain Shaik,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
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  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Dheeraj Shaik

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

Dear Dheeraj Shaik,

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

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Annexure A

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Shaik Policherla Khaja Sooraz

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

Dear Shaik Policherla Khaja Sooraz,

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Sadiq Ali Shaik

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

Dear Sadiq Ali Shaik,

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

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To,

Name : Sindhujha Chava

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

Dear Sindhujha Chava,

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To,

Name : Singamsetti Sowmya

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

Dear Singamsetti Sowmya,

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

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To,

Name : Singana Nireesha

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

Dear Singana Nireesha,

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To,

Name : Sollem Deepika

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

Dear Sollem Deepika,

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- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : B Sri Vardhan Reddy

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

Dear B Sri Vardhan Reddy,

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

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

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To,

Name : Ravindra Sudarsanam

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

Dear Ravindra Sudarsanam,

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To,

Name : Tejaswini Sugreevu

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

Dear Tejaswini Sugreevu,

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To,

Name : Sura Dinesh

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

Dear Sura Dinesh,

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To,

Name : Syed Shahanaz Shahanaz

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

Dear Syed Shahanaz Shahanaz,

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To,

Name : Tadakapally Anand Reddy

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

Dear Tadakapally Anand Reddy,

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To,

Name : Tadi Venkata Sai Divya Rani

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

Dear Tadi Venkata Sai Divya Rani,

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To,

Name : Ravi Manikanta Tangellamudi

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

Dear Ravi Manikanta Tangellamudi,

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

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Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Addala Bhanoj

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

Dear Addala Bhanoj,

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

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

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To,

Name : Akash T

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

Dear Akash T,

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To,

Name : Venkatesh Akula

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

Dear Venkatesh Akula,

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To,

Name : Akula Vinayak

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

Dear Akula Vinayak,

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To,

Name : Nikhil Kumar Reddy Ala

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

Dear Nikhil Kumar Reddy Ala,

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To,

Name : Aleti Anji Reddy

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

Dear Aleti Anji Reddy,

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To,

Name : Usha Reddy Allenki

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

Dear Usha Reddy Allenki,

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To,

Name : Amritha Varshini G

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

Dear Amritha Varshini G,

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- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Animireddy Gunasekhar

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

Dear Animireddy Gunasekhar,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

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

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

Annexure A

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To,

Name : Ankam Vishnuvardhan Babu

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

Dear Ankam Vishnuvardhan Babu,

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To,

Name : Anmol Kumar Soni

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

Dear Anmol Kumar Soni,

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Vamsi Annam

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

Dear Vamsi Annam,

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To,

Name : Annavarapu Anil Kumar

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

Dear Annavarapu Anil Kumar,

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To,

Name : Anthati Uday Goud

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

Dear Anthati Uday Goud,

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To,

Name : Arra Sai Prasanna

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

Dear Arra Sai Prasanna,

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To,

Name : Navya Sivani Attaluri

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

Dear Navya Sivani Attaluri,

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- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Sohan Reddy Baddam

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

Dear Sohan Reddy Baddam,

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

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

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Annexure A

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Bairu Madhubabu

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

Dear Bairu Madhubabu,

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To,

Name : Omprakash Bandari

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

Dear Omprakash Bandari,

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Bandi Sri Ram

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

Dear Bandi Sri Ram,

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To,

Name : Bellala Vinay Kumar

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

Dear Bellala Vinay Kumar,

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To,

Name : Bhadrisetty Veera Harsha Sai

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

Dear Bhadrisetty Veera Harsha Sai,

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To,

Name : Udaykiran Bollam

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

Dear Udaykiran Bollam,

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To,

Name : Bollapelli Rajesh

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

Dear Bollapelli Rajesh,

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- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Bommanapelly Sandeep Reddy

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

Dear Bommanapelly Sandeep Reddy,

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

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

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : B Sindhu Priya Reddy

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

Dear B Sindhu Priya Reddy,

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To,

Name : Vamshi Boppenapelli

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

Dear Vamshi Boppenapelli,

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To,

Name : Buddana Satya Sri Sai Kiran

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

Dear Buddana Satya Sri Sai Kiran,

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To,

Name : Buddi Sai Anvesh

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

Dear Buddi Sai Anvesh,

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To,

Name : Budharaju Sunandha

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

Dear Budharaju Sunandha,

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To,

Name : Bysani Raghunath

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

Dear Bysani Raghunath,

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To,

Name : Charan Sai Charamalla

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

Dear Charan Sai Charamalla,

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Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Cheella Dhanush

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

Dear Cheella Dhanush,

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

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

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To,

Name : Chepyala Nithin Reddy

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

Dear Chepyala Nithin Reddy,

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To,

Name : Anitha Chilla

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

Dear Anitha Chilla,

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To,

Name : Sreeja Chittajallu

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

Dear Sreeja Chittajallu,

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To,

Name : Abhijith Chitturi

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

Dear Abhijith Chitturi,

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To,

Name : Kranthi Paul Choundur

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

Dear Kranthi Paul Choundur,

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To,

Name : Rohan Rao Choutapalli

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

Dear Rohan Rao Choutapalli,

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To,

Name : Chundru Sai Manikanta

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

Dear Chundru Sai Manikanta,

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Annexure A

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- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Dandam Dinesh Goud

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

Dear Dandam Dinesh Goud,

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

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To,

Name : Dandu Sainath Reddy

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

Dear Dandu Sainath Reddy,

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To,

Name : Hem Satvik Reddy Degapudi

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

Dear Hem Satvik Reddy Degapudi,

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To,

Name : Nagaraju Devalla

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

Dear Nagaraju Devalla,

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To,

Name : Doma Chandana Reddy

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

Dear Doma Chandana Reddy,

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To,

Name : Doppalapudi Komali

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

Dear Doppalapudi Komali,

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To,

Name : Srinivas Dulam

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

Dear Srinivas Dulam,

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To,

Name : Dungavath Arunkumar Naik

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

Dear Dungavath Arunkumar Naik,

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- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Charan Duvvarapu

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

Dear Charan Duvvarapu,

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

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

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To,

Name : Uday Venkata Shanmuk

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

Dear Uday Venkata Shanmuk,

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To,

Name : Rahul Ega

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

Dear Rahul Ega,

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To,

Name : Enaganti Sai Siddartha

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

Dear Enaganti Sai Siddartha,

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

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To,

Name : Erakala Sai Teja

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

Dear Erakala Sai Teja,

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To,

Name : Eswar E

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

Dear Eswar E,

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To,

Name : Ettaboina Akhil Varma

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

Dear Ettaboina Akhil Varma,

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To,

Name : Francy K

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

Dear Francy K,

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- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Gaddam Ganesh

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

Dear Gaddam Ganesh,

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

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

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Annexure A

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To,

Name : Gaddam Ranga Uday Sudheer

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

Dear Gaddam Ranga Uday Sudheer,

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To,

Name : Pravallika Gadde

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

Dear Pravallika Gadde,

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To,

Name : Gajja Rohan

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

Dear Gajja Rohan,

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To,

Name : Ramprakashreddy Gajjala

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

Dear Ramprakashreddy Gajjala,

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

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To,

Name : Ajay Kumar Galla

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

Dear Ajay Kumar Galla,

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To,

Name : Gandla Hari Chandana

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

Dear Gandla Hari Chandana,

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To,

Name : Venkata Chaitanya Garlankala

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

Dear Venkata Chaitanya Garlankala,

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- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Geeta Shriram Garpati

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

Dear Geeta Shriram Garpati,

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

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- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

Annexure A

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Gelle Deepika

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

Dear Gelle Deepika,

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To,

Name : Narasimha Reddy Gogireddy

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

Dear Narasimha Reddy Gogireddy,

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

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To,

Name : Vinay Jyothi Gollapalli

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

Dear Vinay Jyothi Gollapalli,

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To,

Name : Govindu Kalpana

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

Dear Govindu Kalpana,

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To,

Name : Rakshitha Gudipudi

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

Dear Rakshitha Gudipudi,

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

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To,

Name : Gundla Varshith Kumar

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

Dear Gundla Varshith Kumar,

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To,

Name : Meghana Reddy Guntireddygari

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

Dear Meghana Reddy Guntireddygari,

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- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
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- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Phaneendrababu Gunturu

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

Dear Phaneendrababu Gunturu,

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

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To,

Name : Hanmandla Srihitha

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

Dear Hanmandla Srihitha,

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To,

Name : Harshitha L

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

Dear Harshitha L,

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To,

Name : Induri Sushmitha

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

Dear Induri Sushmitha,

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To,

Name : Dharani Jaldu

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

Dear Dharani Jaldu,

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To,

Name : Jaligapu Sai Shiva

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

Dear Jaligapu Sai Shiva,

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To,

Name : Jarra Vinay Kumar

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

Dear Jarra Vinay Kumar,

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To,

Name : Akhil Jonnalagadda

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

Dear Akhil Jonnalagadda,

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
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- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Praveen Kumar Josyula

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

Dear Praveen Kumar Josyula,

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

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To,

Name : Kadali Akash Sriram

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

Dear Kadali Akash Sriram,

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To,

Name : Soham Nagnath Kale

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

Dear Soham Nagnath Kale,

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To,

Name : Saranya Kalluraya

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

Dear Saranya Kalluraya,

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To,

Name : Kambham Brahmaji

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

Dear Kambham Brahmaji,

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To,

Name : Satya Sumith Kandapu

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

Dear Satya Sumith Kandapu,

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To,

Name : Karri Nikhil

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

Dear Karri Nikhil,

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To,

Name : Karri Siva Prasad

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

Dear Karri Siva Prasad,

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Karthika S J

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

Dear Karthika S J,

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

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To,

Name : Kasaragadda Sai Sateesh

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

Dear Kasaragadda Sai Sateesh,

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To,

Name : Keerthana J

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

Dear Keerthana J,

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To,

Name : Agiru Suraj Kumar

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

Dear Agiru Suraj Kumar,

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To,

Name : Amandu Akhilesh Kumar

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

Dear Amandu Akhilesh Kumar,

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To,

Name : Avva Sai Kiran

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

Dear Avva Sai Kiran,

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To,

Name : Venkatesh Balgam

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

Dear Venkatesh Balgam,

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To,

Name : Banagani Anil Kumar

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

Dear Banagani Anil Kumar,

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

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Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Banoth Nikhil

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

Dear Banoth Nikhil,

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

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

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To,

Name : Pavan Barigela

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

Dear Pavan Barigela,

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To,

Name : Bathini Nandini

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

Dear Bathini Nandini,

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To,

Name : Batthineni Gayathri

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

Dear Batthineni Gayathri,

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To,

Name : Bhupani Venkata Yeswanth

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

Dear Bhupani Venkata Yeswanth,

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

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To,

Name : Sri Venkata Chakri Bokka

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

Dear Sri Venkata Chakri Bokka,

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To,

Name : Botu Mahesh

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

Dear Botu Mahesh,

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To,

Name : Byreddy Koteshwar Reddy

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

Dear Byreddy Koteshwar Reddy,

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Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
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- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

To,

Name : C Govardhan Reddy

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

Dear C Govardhan Reddy,

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

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To,

Name : Bala Murali Arun Kumar Chachu

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

Dear Bala Murali Arun Kumar Chachu,

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

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To,

Name : Pavan Vinay Kumar Chadaram

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

Dear Pavan Vinay Kumar Chadaram,

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To,

Name : Sathish Devisetti

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

Dear Sathish Devisetti,

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To,

Name : Venkatesh Dhandu

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

Dear Venkatesh Dhandu,

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To,

Name : Sai Dhanunjay Reddy Dwarampudi

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

Dear Sai Dhanunjay Reddy Dwarampudi,

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To,

Name : Enjamoor Aravind Kumar Reddy

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

Dear Enjamoor Aravind Kumar Reddy,

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To,

Name : Gande Venkata Narahari Gopalakrishna

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

Dear Gande Venkata Narahari Gopalakrishna,

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Gangireddy Manohar Reddy

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

Dear Gangireddy Manohar Reddy,

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To,

Name : Gopi Palaparthi

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

Dear Gopi Palaparthi,

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To,

Name : Gudeboina Pavan Sai

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

Dear Gudeboina Pavan Sai,

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To,

Name : Sree Veeranjaneya Reddy Gunduboyina

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

Dear Sree Veeranjaneya Reddy Gunduboyina,

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To,

Name : Lavanya Gunupati

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

Dear Lavanya Gunupati,

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To,

Name : Jagatha Yuvaraj

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

Dear Jagatha Yuvaraj,

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To,

Name : Vishnu Vardhan Reddy Jammuluru

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

Dear Vishnu Vardhan Reddy Jammuluru,

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To,

Name : Nageswara Rao Kamepalli

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

Dear Nageswara Rao Kamepalli,

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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To,

Name : Kamisetty Ashok Kumar

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

Dear Kamisetty Ashok Kumar,

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To,

Name : Kanakanti Lokeswar Reddy

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

Dear Kanakanti Lokeswar Reddy,

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To,

Name : Kanaparthi Ramesh

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

Dear Kanaparthi Ramesh,

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To,

Name : Kodathala Sreekanth

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

Dear Kodathala Sreekanth,

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To,

Name : Kombathula Preethi

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

Dear Kombathula Preethi,

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To,

Name : Koppu Naga Pragna

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

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To,

Name : Kristamsetty Akhil

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

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To,

Name : Kukatapu Narendra Kumar

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

Dear Kukatapu Narendra Kumar,

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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To,

Name : Kummathi Aswani

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

Dear Kummathi Aswani,

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To,

Name : Kummetha Mohammad Rafi

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

Dear Kummetha Mohammad Rafi,

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To,

Name : Varun Chandra Kurra

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

Dear Varun Chandra Kurra,

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To,

Name : Logesh Kannan

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

Dear Logesh Kannan,

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To,

Name : Mahedhar Vanumu

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

Dear Mahedhar Vanumu,

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To,

Name : Mallam Vinay Kumar

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

Dear Mallam Vinay Kumar,

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To,

Name : Bhavana Malluru

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

Dear Bhavana Malluru,

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To,

Name : Manikanta Reddy Alikapalli

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

Dear Manikanta Reddy Alikapalli,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Marthala Guru Kalyan Reddy

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

Dear Marthala Guru Kalyan Reddy,

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To,

Name : Priya Darshini Medikondu

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

Dear Priya Darshini Medikondu,

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To,

Name : Mende Manoj Kumar

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

Dear Mende Manoj Kumar,

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To,

Name : Yaswanth Reddy Mudda

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

Dear Yaswanth Reddy Mudda,

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To,

Name : Sindhu Myla

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

Dear Sindhu Myla,

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

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To,

Name : Pagadala Sudharshan

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

Dear Pagadala Sudharshan,

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To,

Name : Venkata Rami Reddy Pandillapalli

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

Dear Venkata Rami Reddy Pandillapalli,

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To,

Name : Penta Ganesh

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

Dear Penta Ganesh,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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To,

Name : Hari Krishna Pittu

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

Dear Hari Krishna Pittu,

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To,

Name : Polsani Rahul Rao

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

Dear Polsani Rahul Rao,

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To,

Name : Gopi Chandhu Pyla

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

Dear Gopi Chandhu Pyla,

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To,

Name : Racham Reddy Tejeswar Reddy

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

Dear Racham Reddy Tejeswar Reddy,

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To,

Name : Raja Deekshith Kumar

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

Dear Raja Deekshith Kumar,

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To,

Name : Rajulapati Keerthi Avinash

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

Dear Rajulapati Keerthi Avinash,

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To,

Name : Manohar Reddy Reddycherla

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

Dear Manohar Reddy Reddycherla,

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

To,

Name : Kanna Sai Priya

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

Dear Kanna Sai Priya,

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

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

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- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Sanamullu Mahesh

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

Dear Sanamullu Mahesh,

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

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Yarramsetti Sankar Durga Sri

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

Dear Yarramsetti Sankar Durga Sri,

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

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Sarvepalli Sai Jahnavi

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

Dear Sarvepalli Sai Jahnavi,

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

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To,

Name : Shaik Fayish Ahamad

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

Dear Shaik Fayish Ahamad,

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

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Shaik Jakeer Sharif

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

Dear Shaik Jakeer Sharif,

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

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To,

Name : Naseer Hussain Shaik

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

Dear Naseer Hussain Shaik,

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To,

Name : Shaik Shajiya Sulthana

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

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

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

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

To,

Name : Zakeer Ahamad Shaik

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

Dear Zakeer Ahamad Shaik,

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

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

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- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Shashank Yadav Nakkala

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

Dear Shashank Yadav Nakkala,

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

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To,

Name : Arun Singam

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

Dear Arun Singam,

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

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Sirisha Pinni

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

Dear Sirisha Pinni,

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To,

Name : Gangadhar Vinay Songam

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

Dear Gangadhar Vinay Songam,

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To,

Name : Sriram Saiteja

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

Dear Sriram Saiteja,

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

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To,

Name : Talluri V Narayana Krishna Mani Sankar

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

Dear Talluri V Narayana Krishna Mani Sankar,

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To,

Name : Tenali Jessy

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

Dear Tenali Jessy,

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Thipparapu Dileep Kumar

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

Dear Thipparapu Dileep Kumar,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Kasi Veerareddy Udumula

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

Dear Kasi Veerareddy Udumula,

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

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To,

Name : Pavan Surya Vankala

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

Dear Pavan Surya Vankala,

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To,

Name : Veeramreddy Sai Venkata Bapannadora

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

Dear Veeramreddy Sai Venkata Bapannadora,

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To,

Name : Jaya Prakash Velthuri

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

Dear Jaya Prakash Velthuri,

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

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Annexure A

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To,

Name : Veluru Bharath Kumar

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

Dear Veluru Bharath Kumar,

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To,

Name : Venkata Vamsi Krishna Para

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

Dear Venkata Vamsi Krishna Para,

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To,

Name : Ajay Kumar Vinnakota

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

Dear Ajay Kumar Vinnakota,

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- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Devendra Babu Bollineni

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

Dear Devendra Babu Bollineni,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Yarlagadda Snehith Sri Sai

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

Dear Yarlagadda Snehith Sri Sai,

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- Career Level - 12
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To,

Name : Mohammad Anwar Basha M

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

Dear Mohammad Anwar Basha M,

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To,

Name : Nagati Gopi Krishna

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

Dear Nagati Gopi Krishna,

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Shivender J

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

Dear Shivender J,

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To,

Name : Sindhu Nagalakunta

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

Dear Sindhu Nagalakunta,

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

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To,

Name : Barathkumar B

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

Dear Barathkumar B,

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To,

Name : Abhinaya Srinivas Oguri

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

Dear Abhinaya Srinivas Oguri,

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- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Sai Pavan Erlla

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

Dear Sai Pavan Erlla,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

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

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Annexure A

- Career Level - 12
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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Karra Sai Prakash

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

Dear Karra Sai Prakash,

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Annexure A

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To,

Name : Jegadesan V

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

Dear Jegadesan V,

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To,

Name : Saiteja Kodakandla

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

Dear Saiteja Kodakandla,

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To,

Name : Kowsik B

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

Dear Kowsik B,

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To,

Name : Kummarikuntla Sai Vedavyas

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

Dear Kummarikuntla Sai Vedavyas,

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To,

Name : Siddenki Sridhathri

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

Dear Siddenki Sridhathri,

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To,

Name : Pavan Kumar Thanniru

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

Dear Pavan Kumar Thanniru,

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- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Raushni

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

Dear Raushni,

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

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

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    - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Ailiga Sai Vamshi

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

Dear Ailiga Sai Vamshi,

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

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To,

Name : Ambati Abhishek

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

Dear Ambati Abhishek,

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

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- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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To,

Name : Arunachalam Rajadurai

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

Dear Arunachalam Rajadurai,

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To,

Name : Bobbili Pranav Karthik

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

Dear Bobbili Pranav Karthik,

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

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Annexure A

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To,

Name : Sai Abhinav Gudapati

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

Dear Sai Abhinav Gudapati,

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

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To,

Name : Jonnala Saivivek

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

Dear Jonnala Saivivek,

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To,

Name : Juttukonda Madhan Kumar

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

Dear Juttukonda Madhan Kumar,

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- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

To,

Name : Naga Pardhasaradhi Kola

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

Dear Naga Pardhasaradhi Kola,

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

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

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- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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Annexure A

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To,

Name : Naveen Santosh Mamidi

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

Dear Naveen Santosh Mamidi,

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To,

Name : Margam Susrith Kumar

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

Dear Margam Susrith Kumar,

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To,

Name : Ashok Mogili

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

Dear Ashok Mogili,

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To,

Name : Nichenakolla Bala Manikanta

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

Dear Nichenakolla Bala Manikanta,

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To,

Name : Veera Venkata Satyanarayana Reddy Padala

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

Dear Veera Venkata Satyanarayana Reddy Padala,

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To,

Name : Para Praveen Kumar

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

Dear Para Praveen Kumar,

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To,

Name : Peddinti Harinadh

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

Dear Peddinti Harinadh,

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- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of INR **25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**
  Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

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

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

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

To,

Name : Katakam Raghavender

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

Dear Katakam Raghavender,

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

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To,

Name : David Gabriel Rapaka

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

Dear David Gabriel Rapaka,

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

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To,

Name : Siva Rama Krishna Reddy Sathi

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

Dear Siva Rama Krishna Reddy Sathi,

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

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

To,

Name : Thamidela Sai Balaji Reddy

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

Dear Thamidela Sai Balaji Reddy,

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

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To,

Name : Veeramallu J S G Aadithyaa

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

Dear Veeramallu J S G Aadithyaa,

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To,

Name : Prakash A

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

Dear Prakash A,

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To,

Name : Immanuel H N

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

Dear Immanuel H N,

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AKSHAYA ASSOCIATES

CIVIL ENGINEERS & CONTRACTORS

48/1, Tamilar Veethi, Phase - I 4A, Ultra Amar Avenue
Choolaimedu, Chennai - 600 094. Ph : 044 - 2361 3105, Cell : 98413 13105
E-mail : akaashdinesh@gmail.com

To,

Date : .....

Mr/Ms. Nandeibam Bidyasagar Singh

Bharath Institute of Higher Education and Research

Sub: Appointment Letter,

Dear **Nandeibam Bidyasagar Singh,**

We have pleasure in confirming your appointment as **Junior Site Engineer** subject to the terms and conditions of the Company's Policies and Procedure.

Place of Employment: Maduravoyal, Chennai.

Commencement date: 17th March, 2023.

Salary: 2.8 LPA.

Thank You.

Regards,

For **Akshaya Associates,**

Managing Director

AKSHAYA ASSOCIATES

CIVIL ENGINEERS & CONTRACTORS

48/1, Tamilar Veethi, Phase - I 4A, Ultra Amar Avenue
Choolaimedu, Chennai - 600 094. Ph : 044 - 2361 3105, Cell : 98413 13105
E-mail : akaashdinesh@gmail.com

To,

Date : .....

Mr/Ms. Nanjyala Sandeep

Bharath Institute of Higher Education and Research

Sub: Appointment Letter,

Dear **Nanjyala Sandeep,**

We have pleasure in confirming your appointment as **Junior Site Engineer** subject to the terms and conditions of the Company's Policies and Procedure.

Place of Employment: Maduravoyal, Chennai.

Commencement date: 17th March, 2023.

Salary: 2.8 LPA.

Thank You.

Regards,

For **Akshaya Associates,**

Managing Director

AKSHAYA ASSOCIATES

CIVIL ENGINEERS & CONTRACTORS

48/1, Tamilar Veethi, Phase - I 4A, Ultra Amar Avenue
Choolaimedu, Chennai - 600 094. Ph : 044 - 2361 3105, Cell : 98413 13105
E-mail : akaashdinesh@gmail.com

To,

Date : .....

Mr/Ms. Siva Brahma Reddy Pittu

Bharath Institute of Higher Education and Research

Sub: Appointment Letter,

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Place of Employment: Maduravoyal, Chennai.

Commencement date: 17th March, 2023.

Salary: 2.8 LPA.

Thank You.

Regards,

For **Akshaya Associates,**

Managing Director

AKSHAYA ASSOCIATES

CIVIL ENGINEERS & CONTRACTORS

48/1, Tamilar Veethi, Phase - I 4A, Ultra Amar Avenue
Choolaimedu, Chennai - 600 094. Ph : 044 - 2361 3105, Cell : 98413 13105
E-mail : akaashdinesh@gmail.com

To,

Date : .....

Mr/Ms. Ravula Mahender

Bharath Institute of Higher Education and Research

Sub: Appointment Letter,

Dear **Ravula Mahender,**

We have pleasure in confirming your appointment as **Junior Site Engineer** subject to the terms and conditions of the Company's Policies and Procedure.

Place of Employment: Maduravoyal, Chennai.

Commencement date: 17th March, 2023.

Salary: 2.8 LPA.

Thank You.

Regards,

For **Akshaya Associates,**

Managing Director

AKSHAYA ASSOCIATES

CIVIL ENGINEERS & CONTRACTORS

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Choolaimedu, Chennai - 600 094. Ph : 044 - 2361 3105, Cell : 98413 13105
E-mail : akaashdinesh@gmail.com

To,

Date : .....

Mr/Ms. Sandrala Mahesh Chandra

Bharath Institute of Higher Education and Research

Sub: Appointment Letter,

Dear **Sandrala Mahesh Chandra,**

We have pleasure in confirming your appointment as **Junior Site Engineer** subject to the terms and conditions of the Company's Policies and Procedure.

Place of Employment: Maduravoyal, Chennai.

Commencement date: 17th March, 2023.

Salary: 2.8 LPA.

Thank You.

Regards,

For **Akshaya Associates,**

Managing Director

AKSHAYA ASSOCIATES

CIVIL ENGINEERS & CONTRACTORS

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Choolaimedu, Chennai - 600 094. Ph : 044 - 2361 3105, Cell : 98413 13105
E-mail : akaashdinesh@gmail.com

To,

Date : .....

Mr/Ms. Sangadi Santhosh Kumar

Bharath Institute of Higher Education and Research

Sub: Appointment Letter,

Dear **Sangadi Santhosh Kumar,**

We have pleasure in confirming your appointment as **Junior Site Engineer** subject to the terms and conditions of the Company's Policies and Procedure.

Place of Employment: Maduravoyal, Chennai.

Commencement date: 17th March, 2023.

Salary: 2.8 LPA.

Thank You.

Regards,

For **Akshaya Associates,**

Managing Director

AKSHAYA ASSOCIATES

CIVIL ENGINEERS & CONTRACTORS

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Choolaimedu, Chennai - 600 094. Ph : 044 - 2361 3105, Cell : 98413 13105
E-mail : akaashdinesh@gmail.com

To,

Date : .....

Mr/Ms. Shoaib Akhter

Bharath Institute of Higher Education and Research

Sub: Appointment Letter,

Dear **Shoaib Akhter,**

We have pleasure in confirming your appointment as **Junior Site Engineer** subject to the terms and conditions of the Company's Policies and Procedure.

Place of Employment: Maduravoyal, Chennai.

Commencement date: 17th March, 2023.

Salary: 2.8 LPA.

Thank You.

Regards,

For **Akshaya Associates,**

Managing Director

AKSHAYA ASSOCIATES

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Choolaimedu, Chennai - 600 094. Ph : 044 - 2361 3105, Cell : 98413 13105
E-mail : akaashdinesh@gmail.com

To,

Date : .....

Mr/Ms. Thokala Pradeepreddy

Bharath Institute of Higher Education and Research

Sub: Appointment Letter,

Dear **Thokala Pradeepreddy,**

We have pleasure in confirming your appointment as **Junior Site Engineer** subject to the terms and conditions of the Company's Policies and Procedure.

Place of Employment: Maduravoyal, Chennai.

Commencement date: 17th March, 2023.

Salary: 2.8 LPA.

Thank You.

Regards,

For **Akshaya Associates,**

Managing Director

AKSHAYA ASSOCIATES

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Choolaimedu, Chennai - 600 094. Ph : 044 - 2361 3105, Cell : 98413 13105
E-mail : akaashdinesh@gmail.com

To,

Date : .....

Mr/Ms. Yaradesi Mahesh

Bharath Institute of Higher Education and Research

Sub: Appointment Letter,

Dear **Yaradesi Mahesh,**

We have pleasure in confirming your appointment as **Junior Site Engineer** subject to the terms and conditions of the Company's Policies and Procedure.

Place of Employment: Maduravoyal, Chennai.

Commencement date: 17th March, 2023.

Salary: 2.8 LPA.

Thank You.

Regards,

For **Akshaya Associates,**

Managing Director

AKSHAYA ASSOCIATES

CIVIL ENGINEERS & CONTRACTORS

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Choolaimedu, Chennai - 600 094. Ph : 044 - 2361 3105, Cell : 98413 13105
E-mail : akaashdinesh@gmail.com

To,

Date : .....

Mr/Ms. Baji Devarla

Bharath Institute of Higher Education and Research

Sub: Appointment Letter,

Dear **Baji Devarla,**

We have pleasure in confirming your appointment as **Junior Site Engineer** subject to the terms and conditions of the Company's Policies and Procedure.

Place of Employment: Maduravoyal, Chennai.

Commencement date: 17th March, 2023.

Salary: 2.8 LPA.

Thank You.

Regards,

For **Akshaya Associates,**

Managing Director

AKSHAYA ASSOCIATES

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E-mail : akaashdinesh@gmail.com

To,

Date : .....

Mr/Ms. Jaswanth Cherukupalli

Bharath Institute of Higher Education and Research

Sub: Appointment Letter,

Dear **Jaswanth Cherukupalli,**

We have pleasure in confirming your appointment as **Junior Site Engineer** subject to the terms and conditions of the Company's Policies and Procedure.

Place of Employment: Maduravoyal, Chennai.

Commencement date: 17th March, 2023.

Salary: 2.8 LPA.

Thank You.

Regards,

For **Akshaya Associates,**

Managing Director

AKSHAYA ASSOCIATES

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Choolaimedu, Chennai - 600 094. Ph : 044 - 2361 3105, Cell : 98413 13105
E-mail : akaashdinesh@gmail.com

To,

Date : .....

Mr/Ms. G Amith Kamal

Bharath Institute of Higher Education and Research

Sub: Appointment Letter,

Dear **G Amith Kamal,**

We have pleasure in confirming your appointment as **Junior Site Engineer** subject to the terms and conditions of the Company's Policies and Procedure.

Place of Employment: Maduravoyal, Chennai.

Commencement date: 17th March, 2023.

Salary: 2.8 LPA.

Thank You.

Regards,

For **Akshaya Associates,**

Managing Director

amphisoft

Amphisoft Technologies Private Limited
GSTIN : 33AAHCA8140R1ZA
123-127, Kattoor Road, P.N.Palayam,
Coimbatore - 641 037

M: +91 98409 12312
E: contact@amphisoft.in
W: amphisoft.in

Date : October 31, 2022

Letter of Appointment

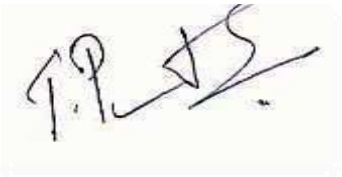
Dear Adla Hasini,

We are pleased to offer you an Inter cum Full Opportunity with Amphisoft Technologies, in our **Coimbatore** office for a period of 08 months starting from 1st December 2022 on the terms and conditions mentioned below.

The terms and conditions would be as follows:

- You will be expected to make your own arrangements for travel and accommodation as may be necessary to enable you to pursue the program
- Your internship period will be 08 months from December 01, 2022 to August 03, 2023
- You will be paid stipend of Rs. 10000 from third month onwards, successful completion of Internship salary will be **4 LPA**.
- You will be entitled to take one day leave per month
- You will sign a Non-Disclosure Agreement and any other agreements as would be required in protecting the proprietary and confidential data / information
- You are required to adhere to the code of conduct as applicable for all employees, trainees and consultants of Amphisoft

For Amphisoft Technologies Pvt. Ltd,



Authorized Signatory

(We would be happy to have you as a member of our team to further enhance Amphisoft's position as a Technology Enabled Active Learning and Assessment Company. Your contact address in Talent Acquisition would be **hr@amphisoft.co.in** **(+91 93609 52804)** Please feel free to get in touch for any questions or assistance that you may need)

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4. Relieving Letter of Previous Employer
5. Highest Full Time Academic Certificate (Degree or Provisional)
6. Highest Full Time Education Mark sheet
7. Present Employment Pay slips (Latest 3 Months)
8. PAN Card
9. Aadhaar Card
10. In case you have not yet applied for a PAN/AADHAR Card, please apply and submit a copy of the PAN/AADHAR application acknowledgement copy
11. Passport size photo – 2 Nos.

See you at the induction session!

Human Resources

Kindly acknowledge the offer

EMPLOYEE/INTERN ACCEPTANCE

I have read the above document and willing to accept the terms & conditions specified.

Name : _____ **Date : _____**

Signature :

amphisoft

Amphisoft Technologies Private Limited
GSTIN : 33AAHCA8140R1ZA
123-127, Kattoor Road, P.N.Palayam,
Coimbatore - 641 037

M: +91 98409 12312
E: contact@amphisoft.in
W: amphisoft.in

Date : October 31, 2022

Letter of Appointment

Dear Prakash Suthar,

We are pleased to offer you an Inter cum Full Opportunity with Amphisoft Technologies, in our **Coimbatore** office for a period of 08 months starting from 1st December 2022 on the terms and conditions mentioned below.

The terms and conditions would be as follows:

- You will be expected to make your own arrangements for travel and accommodation as may be necessary to enable you to pursue the program
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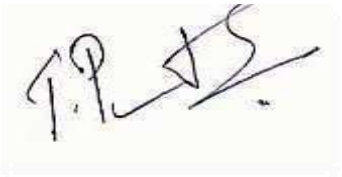
- You will be entitled to take one day leave per month
- You will sign a Non-Disclosure Agreement and any other agreements as would be required in protecting the proprietary and confidential data / information
- You are required to adhere to the code of conduct as applicable for all employees, trainees and consultants of Amphisoft

For Amphisoft Technologies Pvt. Ltd,



Authorized Signatory

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9. Aadhaar Card
10. In case you have not yet applied for a PAN/AADHAR Card, please apply and submit a copy of the PAN/AADHAR application acknowledgement copy
11. Passport size photo – 2 Nos.

See you at the induction session!

Human Resources

Kindly acknowledge the offer

EMPLOYEE/INTERN ACCEPTANCE

I have read the above document and willing to accept the terms & conditions specified.

Name : _____ **Date : _____**

Signature :

amphisoft

Amphisoft Technologies Private Limited
GSTIN : 33AAHCA8140R1ZA
123-127, Kattoor Road, P.N.Palayam,
Coimbatore - 641 037

M: +91 98409 12312
E: contact@amphisoft.in
W: amphisoft.in

Date : October 31, 2022

Letter of Appointment

Dear Rishi Raj Kumar,

We are pleased to offer you an Inter cum Full Opportunity with Amphisoft Technologies, in our **Coimbatore** office for a period of 08 months starting from 1st December 2022 on the terms and conditions mentioned below.

The terms and conditions would be as follows:

- You will be expected to make your own arrangements for travel and accommodation as may be necessary to enable you to pursue the program
- Your internship period will be 08 months from December 01, 2022 to August 03, 2023
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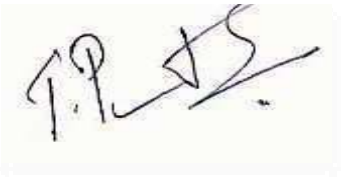
- You will be entitled to take one day leave per month
- You will sign a Non-Disclosure Agreement and any other agreements as would be required in protecting the proprietary and confidential data / information
- You are required to adhere to the code of conduct as applicable for all employees, trainees and consultants of Amphisoft

For Amphisoft Technologies Pvt. Ltd,



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amphisoft

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4. Relieving Letter of Previous Employer
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9. Aadhaar Card
10. In case you have not yet applied for a PAN/AADHAR Card, please apply and submit a copy of the PAN/AADHAR application acknowledgement copy
11. Passport size photo – 2 Nos.

See you at the induction session!

Human Resources

Kindly acknowledge the offer

EMPLOYEE/INTERN ACCEPTANCE

I have read the above document and willing to accept the terms & conditions specified.

Name : _____ **Date : _____**

Signature :

amphisoft

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123-127, Kattoor Road, P.N.Palayam,
Coimbatore - 641 037

M: +91 98409 12312
E: contact@amphisoft.in
W: amphisoft.in

Date : October 31, 2022

Letter of Appointment

Dear Tharakeswara Prasad Gandepalli,

We are pleased to offer you an Inter cum Full Opportunity with Amphisoft Technologies, in our **Coimbatore** office for a period of 08 months starting from 1st December 2022 on the terms and conditions mentioned below.

The terms and conditions would be as follows:

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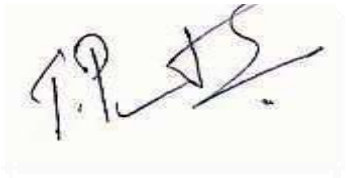
For Amphisoft Technologies Pvt. Ltd,



Authorized Signatory

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10. In case you have not yet applied for a PAN/AADHAR Card, please apply and submit a copy of the PAN/AADHAR application acknowledgement copy
11. Passport size photo – 2 Nos.

See you at the induction session!

Human Resources

Kindly acknowledge the offer

EMPLOYEE/INTERN ACCEPTANCE

I have read the above document and willing to accept the terms & conditions specified.

Name : _____ **Date : _____**

Signature :

amphisoft

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Coimbatore - 641 037

M: +91 98409 12312
E: contact@amphisoft.in
W: amphisoft.in

Date : October 31, 2022

Letter of Appointment

Dear M Diwakar,

We are pleased to offer you an Inter cum Full Opportunity with Amphisoft Technologies, in our **Coimbatore** office for a period of 08 months starting from 1st December 2022 on the terms and conditions mentioned below.

The terms and conditions would be as follows:

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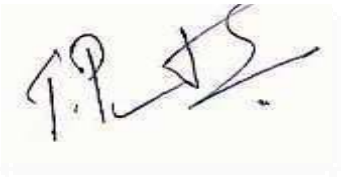
For Amphisoft Technologies Pvt. Ltd,



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Human Resources

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EMPLOYEE/INTERN ACCEPTANCE

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Name : _____ **Date : _____**

Signature :

amphisoft

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Coimbatore - 641 037

M: +91 98409 12312
E: contact@amphisoft.in
W: amphisoft.in

Date : October 31, 2022

Letter of Appointment

Dear Sai Shivamani Donthineni,

We are pleased to offer you an Inter cum Full Opportunity with Amphisoft Technologies, in our **Coimbatore** office for a period of 08 months starting from 1st December 2022 on the terms and conditions mentioned below.

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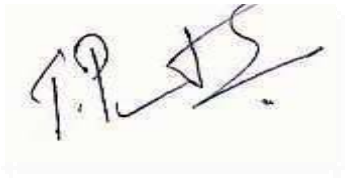

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See you at the induction session!

Human Resources

Kindly acknowledge the offer

EMPLOYEE/INTERN ACCEPTANCE

I have read the above document and willing to accept the terms & conditions specified.

Name : _____ **Date : _____**

Signature :

amphisoft

Amphisoft Technologies Private Limited
GSTIN : 33AAHCA8140R1ZA
123-127, Kattoor Road, P.N.Palayam,
Coimbatore - 641 037

M: +91 98409 12312
E: contact@amphisoft.in
W: amphisoft.in

Date : October 31, 2022

Letter of Appointment

Dear Gokul Raji J,

We are pleased to offer you an Inter cum Full Opportunity with Amphisoft Technologies, in our **Coimbatore** office for a period of 08 months starting from 1st December 2022 on the terms and conditions mentioned below.

The terms and conditions would be as follows:

- You will be expected to make your own arrangements for travel and accommodation as may be necessary to enable you to pursue the program
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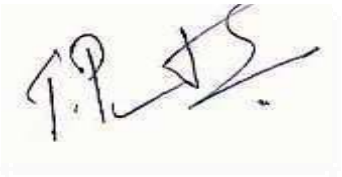
For Amphisoft Technologies Pvt. Ltd,



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See you at the induction session!

Human Resources

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Date : October 31, 2022

Letter of Appointment

Dear N Guru Pradath,

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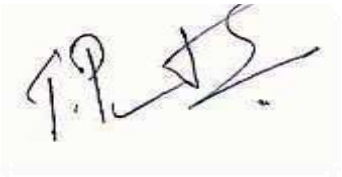

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Date : October 31, 2022

Letter of Appointment

Dear Sumanth Kolla,

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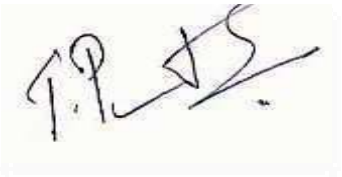

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Date : October 31, 2022

Letter of Appointment

Dear Kuntigorla
Venkata Prem Sai,

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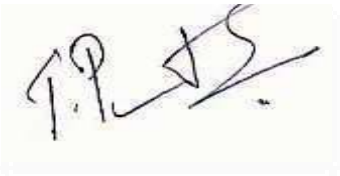

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Date : October 31, 2022

Letter of Appointment

Dear Gopi Manam,

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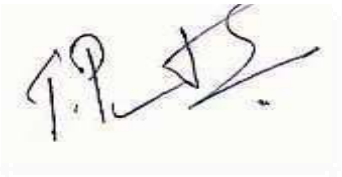

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Date : October 31, 2022

Letter of Appointment

Dear Mohammed Ilyas,

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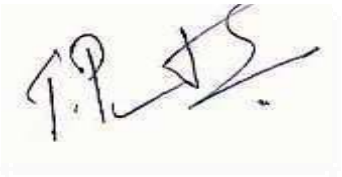

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Letter of Appointment

Dear Praneshvishwak,

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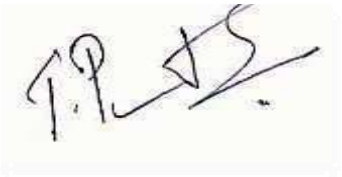

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Dear Ramisetti Sai Sampath,

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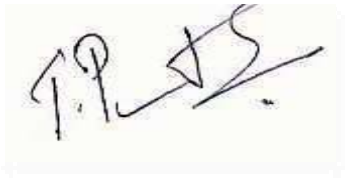

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I have read the above document and willing to accept the terms & conditions specified.

Name : _____ **Date : _____**

Signature :

amphisoft

Amphisoft Technologies Private Limited
GSTIN : 33AAHCA8140R1ZA
123-127, Kattoor Road, P.N.Palayam,
Coimbatore - 641 037

M: +91 98409 12312
E: contact@amphisoft.in
W: amphisoft.in

Date : October 31, 2022

Letter of Appointment

Dear Sairam P,

We are pleased to offer you an Inter cum Full Opportunity with Amphisoft Technologies, in our **Coimbatore** office for a period of 08 months starting from 1st December 2022 on the terms and conditions mentioned below.

The terms and conditions would be as follows:

- You will be expected to make your own arrangements for travel and accommodation as may be necessary to enable you to pursue the program
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- You will be entitled to take one day leave per month
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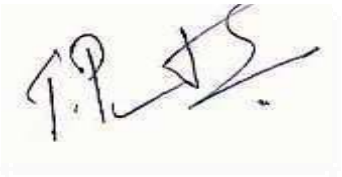
For Amphisoft Technologies Pvt. Ltd,



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See you at the induction session!

Human Resources

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Date : October 31, 2022

Letter of Appointment

Dear Sanjay S,

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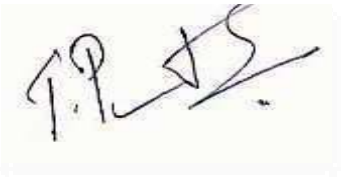

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Human Resources

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Date : October 31, 2022

Letter of Appointment

Dear Shakthi B C,

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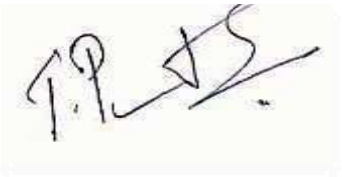

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Date : October 31, 2022

Letter of Appointment

Dear Shyamala B C,

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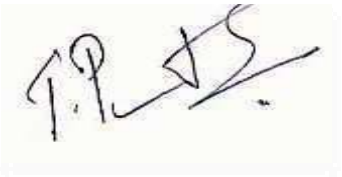

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Human Resources

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Date : October 31, 2022

Letter of Appointment

Dear P Sivakumar,

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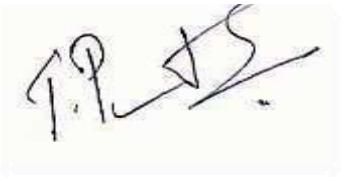

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Date : October 31, 2022

Letter of Appointment

Dear S Suryaprakash,

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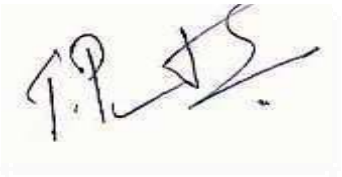

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Date : October 31, 2022

Letter of Appointment

Dear Thallam Venkata Rishendra Sai,

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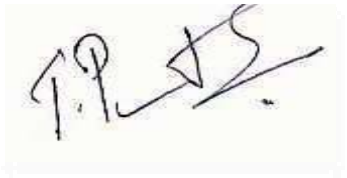

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Letter of Appointment

Dear Raja Thatikonda,

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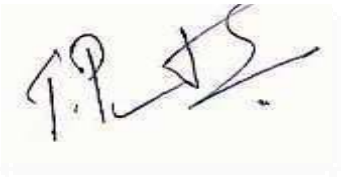

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M: +91 98409 12312
E: contact@amphisoft.in
W: amphisoft.in

Date : October 31, 2022

Letter of Appointment

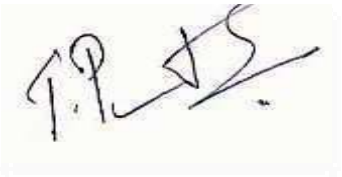
Dear Eshwar Uppada,

We are pleased to offer you an Inter cum Full Opportunity with Amphisoft Technologies, in our **Coimbatore** office for a period of 08 months starting from 1st December 2022 on the terms and conditions mentioned below.

The terms and conditions would be as follows:

- You will be expected to make your own arrangements for travel and accommodation as may be necessary to enable you to pursue the program
- Your internship period will be 08 months from December 01, 2022 to August 03, 2023
- You will be paid stipend of Rs. 10000 from third month onwards, successful completion of Internship salary will be **4 LPA**.
- You will be entitled to take one day leave per month
- You will sign a Non-Disclosure Agreement and any other agreements as would be required in protecting the proprietary and confidential data / information
- You are required to adhere to the code of conduct as applicable for all employees, trainees and consultants of Amphisoft

For Amphisoft Technologies Pvt. Ltd,



Authorized Signatory

(We would be happy to have you as a member of our team to further enhance Amphisoft's position as a Technology Enabled Active Learning and Assessment Company. Your contact address in Talent Acquisition would be **hr@amphisoft.co.in** **(+91 93609 52804)** Please feel free to get in touch for any questions or assistance that you may need)

amphisoft

Amphisoft Technologies Private Limited
GSTIN : 33AAHCA8140R1ZA
123-127, Kattoor Road, P.N.Palayam,
Coimbatore - 641 037

M: +91 98409 12312
E: contact@amphisoft.in
W: amphisoft.in

List of Documents to be submitted before joining

The following checklist indicates the documents that you have to submit whichever necessary before taking up the assignment with Amphisoft.

In case you have not submitted any of the documents mentioned below, please scan and email the documents to hr@amphisoft.co.in within TWO days of receiving this letter, in order to ensure a smooth on-boarding experience.

Please ensure that you quote your "Name in full" in the subject line of the email for easy identification.

1. Offer Letter of Amphisoft Technologies Pvt Ltd Signed by Employee/Consultant/Intern
2. Offer Letter or Hike Letter of Previous Employer
3. Relieving or Resignation Acceptance Letter of Present Employer
4. Relieving Letter of Previous Employer
5. Highest Full Time Academic Certificate (Degree or Provisional)
6. Highest Full Time Education Mark sheet
7. Present Employment Pay slips (Latest 3 Months)
8. PAN Card
9. Aadhaar Card
10. In case you have not yet applied for a PAN/AADHAR Card, please apply and submit a copy of the PAN/AADHAR application acknowledgement copy
11. Passport size photo – 2 Nos.

See you at the induction session!

Human Resources

Kindly acknowledge the offer

EMPLOYEE/INTERN ACCEPTANCE

I have read the above document and willing to accept the terms & conditions specified.

Name : _____ **Date : _____**

Signature :

amphisoft

Amphisoft Technologies Private Limited
GSTIN : 33AAHCA8140R1ZA
123-127, Kattoor Road, P.N.Palayam,
Coimbatore - 641 037

M: +91 98409 12312
E: contact@amphisoft.in
W: amphisoft.in

Date : October 31, 2022

Letter of Appointment

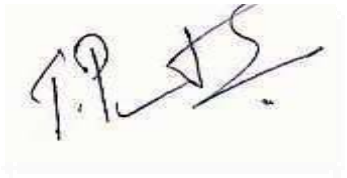
Dear Yalavarthi
Sumana Sree,

We are pleased to offer you an Inter cum Full Opportunity with Amphisoft Technologies, in our **Coimbatore** office for a period of 08 months starting from 1st December 2022 on the terms and conditions mentioned below.

The terms and conditions would be as follows:

- You will be expected to make your own arrangements for travel and accommodation as may be necessary to enable you to pursue the program
- Your internship period will be 08 months from December 01, 2022 to August 03, 2023
- You will be paid stipend of Rs. 10000 from third month onwards, successful completion of Internship salary will be **4 LPA**.
- You will be entitled to take one day leave per month
- You will sign a Non-Disclosure Agreement and any other agreements as would be required in protecting the proprietary and confidential data / information
- You are required to adhere to the code of conduct as applicable for all employees, trainees and consultants of Amphisoft

For Amphisoft Technologies Pvt. Ltd,



Authorized Signatory

(We would be happy to have you as a member of our team to further enhance Amphisoft's position as a Technology Enabled Active Learning and Assessment Company. Your contact address in Talent Acquisition would be **hr@amphisoft.co.in** **(+91 93609 52804)** Please feel free to get in touch for any questions or assistance that you may need)

amphisoft

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List of Documents to be submitted before joining

The following checklist indicates the documents that you have to submit whichever necessary before taking up the assignment with Amphisoft.

In case you have not submitted any of the documents mentioned below, please scan and email the documents to hr@amphisoft.co.in within TWO days of receiving this letter, in order to ensure a smooth on-boarding experience.

Please ensure that you quote your "Name in full" in the subject line of the email for easy identification.

1. Offer Letter of Amphisoft Technologies Pvt Ltd Signed by Employee/Consultant/Intern
2. Offer Letter or Hike Letter of Previous Employer
3. Relieving or Resignation Acceptance Letter of Present Employer
4. Relieving Letter of Previous Employer
5. Highest Full Time Academic Certificate (Degree or Provisional)
6. Highest Full Time Education Mark sheet
7. Present Employment Pay slips (Latest 3 Months)
8. PAN Card
9. Aadhaar Card
10. In case you have not yet applied for a PAN/AADHAR Card, please apply and submit a copy of the PAN/AADHAR application acknowledgement copy
11. Passport size photo – 2 Nos.

See you at the induction session!

Human Resources

Kindly acknowledge the offer

EMPLOYEE/INTERN ACCEPTANCE

I have read the above document and willing to accept the terms & conditions specified.

Name : _____ **Date : _____**

Signature :

AIS Auto Glass

Date: 2nd March, 2023

Name : Koudagani Vishnu
Father's Name: Koudagani Vijender
Location : Warangal, Telangana

SUBJECT: LETTER OF INTENT

Dear Vishnu,

Pursuant to your application and the subsequent interview you had with us, we are pleased to offer you the post of **Graduate Engineer Trainee** in our organization.

1. You are requested to join duties on or before **14th March, 2023** at **Chennai**.
2. Your total cost to the company shall be as per the terms and conditions agreed and discussed.
3. You will be on training for a period of 12 months from the date of joining.
4. You will be governed by the rules and regulations of the company in force now and any such modifications and additions that may come into force from time to time.
5. You are required to bring a copy of all your credentials along with the originals at the time of joining.

LOI stands cancelled in case of any deviations in information or if you fail to report to us on or before pre-decided date. We will have to assume that you have not accepted this LOI if we do not hear from you on or before **14th March, 2023.**

Kindly sign the duplicate copy of this letter as a token of your having understood and accepted the terms and conditions.

Welcome to AIS Team.

For Asahi India Glass Ltd.

Authorized Signatory

AIS Auto Glass

Date: 2nd March, 2023

Name : Raison R Antony
Father's Name: Robert Andrews
Location : Kancheepuram, Tamil Nadu

SUBJECT: LETTER OF INTENT

Dear Raison,

Pursuant to your application and the subsequent interview you had with us, we are pleased to offer you the post of **Graduate Engineer Trainee** in our organization.

1. You are requested to join duties on or before **14th March, 2023** at **Chennai**.
2. Your total cost to the company shall be as per the terms and conditions agreed and discussed.
3. You will be on training for a period of 12 months from the date of joining.
4. You will be governed by the rules and regulations of the company in force now and any such modifications and additions that may come into force from time to time.
5. You are required to bring a copy of all your credentials along with the originals at the time of joining.

LOI stands cancelled in case of any deviations in information or if you fail to report to us on or before pre-decided date. We will have to assume that you have not accepted this LOI if we do not hear from you on or before **14th March, 2023.**

Kindly sign the duplicate copy of this letter as a token of your having understood and accepted the terms and conditions.

Welcome to AIS Team.

For Asahi India Glass Ltd.

Authorized Signatory

Offer Letter

CSI/DET/2023/011-048
Wednesday, 01 February 2023

To
Mr/Ms. Vinodhini E
BHARATH ENGINEERING COLLEGE

Dear **Vinodhini E,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Vinodhini E**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-049
Wednesday, 01 February 2023

To
Mr/Ms. Sai Siva Sagar Kondapalli
BHARATH ENGINEERING COLLEGE

Dear **Sai Siva Sagar Kondapalli,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Sai Siva Sagar Kondapalli**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-050
Wednesday, 01 February 2023

To
Mr/Ms. Kondapalli Vidyanand
BHARATH ENGINEERING COLLEGE

Dear **Kondapalli Vidyanand,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Kondapalli Vidyanand**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-051
Wednesday, 01 February 2023

To
Mr/Ms. Sandesh Kumar Kondapuram
BHARATH ENGINEERING COLLEGE

Dear **Sandesh Kumar Kondapuram,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Sandesh Kumar Kondapuram**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-052
Wednesday, 01 February 2023

To
Mr/Ms. Mahesh Kondavardhi
BHARATH ENGINEERING COLLEGE

Dear **Mahesh Kondavardhi,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Mahesh Kondavardhi**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-053
Wednesday, 01 February 2023

To
Mr/Ms. Kondreddy Nagarjuna Reddy
BHARATH ENGINEERING COLLEGE

Dear **Kondreddy Nagarjuna Reddy,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Kondreddy Nagarjuna Reddy**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-054
Wednesday, 01 February 2023

To
Mr/Ms. Koni Siddartha
BHARATH ENGINEERING COLLEGE

Dear **Koni Siddartha,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Koni Siddartha**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-055
Wednesday, 01 February 2023

To
Mr/Ms. Vamsi Konka
BHARATH ENGINEERING COLLEGE

Dear **Vamsi Konka,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Vamsi Konka**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-056
Wednesday, 01 February 2023

To
Mr/Ms. Vinay Kumar Koppera
BHARATH ENGINEERING COLLEGE

Dear **Vinay Kumar Koppera,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Vinay Kumar Koppera**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-057
Wednesday, 01 February 2023

To
Mr/Ms. Koppu Sharath
BHARATH ENGINEERING COLLEGE

Dear **Koppu Sharath,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Koppu Sharath**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-058
Wednesday, 01 February 2023

To
Mr/Ms. Naveen Koratla
BHARATH ENGINEERING COLLEGE

Dear **Naveen Koratla,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Naveen Koratla**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-059
Wednesday, 01 February 2023

To
Mr/Ms. Umamaheswara Pavan Ganesh Kotikalapudi
BHARATH ENGINEERING COLLEGE

Dear **Umamaheswara Pavan Ganesh Kotikalapudi,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Umamaheswara Pavan Ganesh Kotikalapudi**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-060
Wednesday, 01 February 2023

To
Mr/Ms. Krishtipathi Yogeswar Reddy
BHARATH ENGINEERING COLLEGE

Dear **Krishtipathi Yogeswar Reddy,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Krishtipathi Yogeswar Reddy**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-061
Wednesday, 01 February 2023

To
Mr/Ms. Kunchapu Divakar
BHARATH ENGINEERING COLLEGE

Dear **Kunchapu Divakar,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Kunchapu Divakar**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-062
Wednesday, 01 February 2023

To
Mr/Ms. Kunta Amarendar Reddy
BHARATH ENGINEERING COLLEGE

Dear **Kunta Amarendar Reddy,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Kunta Amarendar Reddy**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-063
Wednesday, 01 February 2023

To
Mr/Ms. Sai Manoj Kurugundla
BHARATH ENGINEERING COLLEGE

Dear **Sai Manoj Kurugundla,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Sai Manoj Kurugundla**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-064
Wednesday, 01 February 2023

To
Mr/Ms. Jagadish Kutchu
BHARATH ENGINEERING COLLEGE

Dear **Jagadish Kutchu,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Jagadish Kutchu**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-065
Wednesday, 01 February 2023

To
Mr/Ms. Lakidi Ganesh
BHARATH ENGINEERING COLLEGE

Dear **Lakidi Ganesh,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Lakidi Ganesh**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-066
Wednesday, 01 February 2023

To
Mr/Ms. Sujith Reddy Lakki Reddy
BHARATH ENGINEERING COLLEGE

Dear **Sujith Reddy Lakki Reddy,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Sujith Reddy Lakki Reddy**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-067
Wednesday, 01 February 2023

To
Mr/Ms. M Saicharanreddy
BHARATH ENGINEERING COLLEGE

Dear **M Saicharanreddy,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **M Saicharanreddy**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-068
Wednesday, 01 February 2023

To
Mr/Ms. Madarapu Rakesh
BHARATH ENGINEERING COLLEGE

Dear **Madarapu Rakesh,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Madarapu Rakesh**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-069
Wednesday, 01 February 2023

To
Mr/Ms. Maddipatla Karthik Chowdary
BHARATH ENGINEERING COLLEGE

Dear **Maddipatla Karthik Chowdary,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Maddipatla Karthik Chowdary**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-070
Wednesday, 01 February 2023

To
Mr/Ms. Yogeswar Reddy Malireddy
BHARATH ENGINEERING COLLEGE

Dear **Yogeswar Reddy Malireddy,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Yogeswar Reddy Malireddy**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-071
Wednesday, 01 February 2023

To
Mr/Ms. Mallipam Aveen
BHARATH ENGINEERING COLLEGE

Dear **Mallipam Aveen,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Mallipam Aveen**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-072
Wednesday, 01 February 2023

To
Mr/Ms. Manam Vasu
BHARATH ENGINEERING COLLEGE

Dear **Manam Vasu,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Manam Vasu**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-073
Wednesday, 01 February 2023

To
Mr/Ms. M Manmohan Reddy
BHARATH ENGINEERING COLLEGE

Dear **M Manmohan Reddy,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **M Manmohan Reddy**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-074
Wednesday, 01 February 2023

To
Mr/Ms. K Manoj Kumar
BHARATH ENGINEERING COLLEGE

Dear **K Manoj Kumar,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **K Manoj Kumar**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-075
Wednesday, 01 February 2023

To
Mr/Ms. Meesala Swapna
BHARATH ENGINEERING COLLEGE

Dear **Meesala Swapna,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Meesala Swapna**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-076
Wednesday, 01 February 2023

To
Mr/Ms. Meka Durga Sai
BHARATH ENGINEERING COLLEGE

Dear **Meka Durga Sai,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Meka Durga Sai**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-077
Wednesday, 01 February 2023

To
Mr/Ms. Meka Vigneshwar Reddy
BHARATH ENGINEERING COLLEGE

Dear **Meka Vigneshwar Reddy,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Meka Vigneshwar Reddy**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-078
Wednesday, 01 February 2023

To
Mr/Ms. M Rakesh
BHARATH ENGINEERING COLLEGE

Dear **M Rakesh,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **M Rakesh**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-079
Wednesday, 01 February 2023

To
Mr/Ms. Mettu Venkata Krishna Reddy
BHARATH ENGINEERING COLLEGE

Dear **Mettu Venkata Krishna Reddy,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Mettu Venkata Krishna Reddy**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-080
Wednesday, 01 February 2023

To
Mr/Ms. Modina Jagadeesh Mani Durga Venkatesh
BHARATH ENGINEERING COLLEGE

Dear **Modina Jagadeesh Mani Durga Venkatesh,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

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Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Modina Jagadeesh Mani Durga Venkatesh**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-081
Wednesday, 01 February 2023

To
Mr/Ms. Musalimadugu Sai Sumanth
BHARATH ENGINEERING COLLEGE

Dear **Musalimadugu Sai Sumanth,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

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Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Musalimadugu Sai Sumanth**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-082
Wednesday, 01 February 2023

To
Mr/Ms. Muthyala Surya Teja
BHARATH ENGINEERING COLLEGE

Dear **Muthyala Surya Teja,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Muthyala Surya Teja**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-083
Wednesday, 01 February 2023

To
Mr/Ms. Mutte Chandra Sekhar
BHARATH ENGINEERING COLLEGE

Dear **Mutte Chandra Sekhar,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Mutte Chandra Sekhar**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-084
Wednesday, 01 February 2023

To
Mr/Ms. Mynam Chakra Lakshman
BHARATH ENGINEERING COLLEGE

Dear **Mynam Chakra Lakshman,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Mynam Chakra Lakshman**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-085
Wednesday, 01 February 2023

To
Mr/Ms. Keerthesh Naagnaboyina
BHARATH ENGINEERING COLLEGE

Dear **Keerthesh Naagnaboyina,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Keerthesh Naagnaboyina**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-086
Wednesday, 01 February 2023

To
Mr/Ms. Nagireddy Siva Sankar Reddy
BHARATH ENGINEERING COLLEGE

Dear **Nagireddy Siva Sankar Reddy,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Nagireddy Siva Sankar Reddy**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Offer Letter

CSI/DET/2023/011-087
Wednesday, 01 February 2023

To
Mr/Ms. Nagubandi Sashank
BHARATH ENGINEERING COLLEGE

Dear **Nagubandi Sashank,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Nagubandi Sashank**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-088
Wednesday, 01 February 2023

To
Mr/Ms. Sai Pavateesam Naidu
BHARATH ENGINEERING COLLEGE

Dear **Sai Pavateesam Naidu,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	Monthly	Annual
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Sai Pavateesam Naidu**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-089
Wednesday, 01 February 2023

To
Mr/Ms. Dileep Kumar
BHARATH ENGINEERING COLLEGE

Dear **Dileep Kumar,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Dileep Kumar**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-090
Wednesday, 01 February 2023

To
Mr/Ms. Nandam Niranjan Veera Venkata Kishore
BHARATH ENGINEERING COLLEGE

Dear **Nandam Niranjan Veera Venkata Kishore,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Nandam Niranjan Veera Venkata Kishore**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

CADS RC RebarCAD
World Class Rebar Software

Offer Letter

CSI/DET/2023/011-091
Wednesday, 01 February 2023

To
Mr/Ms. Nara Chandana
BHARATH ENGINEERING COLLEGE

Dear **Nara Chandana,**

Congratulations! We are happy to inform that you have successfully cleared our recruitment process, conducted at CADS Office, Chennai. We take pleasure in welcoming you and commence your professional career with us as **Trainee Engineer.**

Date of joining

Your employment is effective from 13th June 2023.

Training

You will be on trainee status for a period of six months from the date of joining. During the training period you will be trained on specific software and engineering drawings for a minimum period of six months, by our expert team of Training Managers. Training will include:

- AutoCAD Software — Internationally used drawing environment software for creating civil and structural drawings.
- Reinforced Concrete Detailing Software — CADS RC - Internationally acclaimed software developed in house for detailing reinforced concrete.
- Hands on training on live projects — Training will be imparted on working in teams to achieve targets and meet deadlines.
- English Communication Skills and Personality Development - To keep you on par with global standards.

Probation

On successful completion of the trainee period, you may be absorbed on probation status based on a performance review, which is for a period of six months that may be extended or terminated based on your performance.

Working hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

Salary

Your gross annual compensation is **Rs. 2,16,240/- (Rupees Two Lakhs Sixteen Thousand Two Hundred and Forty Only)** on a cost to the company basis. The breakup is as given below:

Particulars	**Monthly**	**Annual**
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Medical	1,250	15,000
Others	4,850	58,200
Gross Salary	16,400	1,96,800
Employer Contribution	1,620	19,440
CTC	**18,020**	**2,16,240**

Place of work

Your place of work will be Chennai, at our office located at Type 11/5, Dr. VS1 Estate, Rajiv Gandhi Salai, Tiruvanmiyur, Chennai - 600 041. You will report at 9:30 a.m. on the 13th June 2023.

Trainee Status

It is in the interest of the efficient execution of your work, as required from any location, other than office that we require you to have access to an unlimited internet connection of a minimum speed of 50 Mbps, with a compatible WiFi router of equal or higher speed. Our ITteam will provide any advice or assistance, in this regard.

Leave

You will be entitled to holidays as per the leave rules as made applicable to your band from time to time.

Salary Review

At the end of successful training or probation you may be eligible for a salary review subject to and on the basis of your performance.

Retention Bonus

In addition to your salary, you are also eligible for a retention bonus that is payable at your successful completion of three years' service with us after the commencement of probationary period. This is subject to corporate policies.

Other benefits

Depending on your status of employment, you will be eligible for the following:

- Medical coverage under the provisions of the ESI Medical scheme
- Accidental insurance
- Term Life Insurance
- Coverage under Provident Fund

Termination

We look forward to you having a long and fulfilling career at CADS Software India (P) Ltd. However, should you wish to terminate your employment with us for any reason, or the company wishes to terminate your services due to you unfulfilling your roles and responsibility, the period of notice during training and probation is one month on either side or on payment of salary in lieu of the notice period by the concerned party.

Please confirm your acceptance by returning a signed copy of this letter on or before 15th February 2023. We look forward to have a long working relationship with you.

Wishing you a successful career with CADS Software India (P) Ltd.

Yours sincerely,
For **CADS Software India (P) Ltd**

Kalavathy Seshadri
Senior Corporate Manager - HR

I **Nara Chandana**, hereby agree to accept employment on the terms and conditions mentioned in the above offer letter and conform to the rules, regulations and code of business conduct of CADS Software India (P) Ltd

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Signature (Date)

Letter of Intent (LOI)

Superset ID: 3367930

Date: September 30, 2022

Dear Erike Ranjith Kumar,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. https://www.cognizant.com/us/en/documents/code-of-ethics.pdf

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3373047

Date: September 30, 2022

Dear Mohit Satyam,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. https://www.cognizant.com/us/en/documents/code-of-ethics.pdf

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3373895

Date: September 30, 2022

Dear Sai Naidu Vegi,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. https://www.cognizant.com/us/en/documents/code-of-ethics.pdf

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3368089

Date: September 30, 2022

Dear Kiran Koushik Dineshkumar,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. https://www.cognizant.com/us/en/documents/code-of-ethics.pdf

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3368973

Date: September 30, 2022

Dear Mohamed Abdul Irfan,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. https://www.cognizant.com/us/en/documents/code-of-ethics.pdf

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3369834

Date: September 30, 2022

Dear Premkumar Shanmugam,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 2715265

Date: September 30, 2022

Dear Akhila Bankuru,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3402399

Date: September 30, 2022

Dear Thokala Sriram Charan,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3360604

Date: September 30, 2022

Dear Vasanthan Selvakumar,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3364593

Date: September 30, 2022

Dear Sai Krishna Reddy Vemireddy,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3360462

Date: September 30, 2022

Dear Vignesh R,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 2778432

Date: September 30, 2022

Dear Yerragunta Vamshi Vardhan Reddy,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 850171

Date: September 30, 2022

Dear Likhitha Priya,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3399215

Date: September 30, 2022

Dear Malireddy Avinash Reddy,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3350915

Date: September 30, 2022

Dear Satish Manda,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3358170

Date: September 30, 2022

Dear Matam Shaik Sakhib Shaik Sakhib,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3375722

Date: September 30, 2022

Dear Milkuri Abhinav,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3395162

Date: September 30, 2022

Dear Mohammed Sameer,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3349574

Date: September 30, 2022

Dear Palakurthi Geetha Supritha,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3357520

Date: September 30, 2022

Dear Pallapola Maheshwar Reddy,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3366367

Date: September 30, 2022

Dear Perumandla Akhil,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3360885

Date: September 30, 2022

Dear Pillalamarri Geethika,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3349339

Date: September 30, 2022

Dear Anirudh Sadineni,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3361200

Date: September 30, 2022

Dear Sai Bhavana Pagadavarapu,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 2456226

Date: September 30, 2022

Dear Shila Pavan Kumar Reddy,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3349740

Date: September 30, 2022

Dear Shubham Raj,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3363955

Date: September 30, 2022

Dear Sujeeth M N,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3360502

Date: September 30, 2022

Dear Vijay Alluri,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3392087

Date: September 30, 2022

Dear Bala Subramaniyan,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3358693

Date: September 30, 2022

Dear Lokesh Balla,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3358887

Date: September 30, 2022

Dear Meghana Bokkisam,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3413336

Date: September 30, 2022

Dear Chaitanya Sripathi,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3375010

Date: September 30, 2022

Dear Bharani Satish Danduboina,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3350743

Date: September 30, 2022

Dear Ajay Gundabathula,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3371048

Date: September 30, 2022

Dear Madhu Nivas Jalasutrapu,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3360817

Date: September 30, 2022

Dear Kasamsetty Venkatesh,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3350017

Date: September 30, 2022

Dear Katragadda Sai Thulasi,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3379698

Date: September 30, 2022

Dear Deepak Kiran Angara,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3360538

Date: September 30, 2022

Dear Arumbaka Krupa Rajitha,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3369433

Date: September 30, 2022

Dear Murali Krishna Jatla,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3357128

Date: September 30, 2022

Dear Meesala Kasi Naidu,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 2961955

Date: September 30, 2022

Dear Mittapallisamara Simha Reddy,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3355590

Date: September 30, 2022

Dear More Krishna Teja,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3349491

Date: September 30, 2022

Dear Pandipotu Sai Prakash,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3355924

Date: September 30, 2022

Dear Siddartha Reddy Pasala,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3349916

Date: September 30, 2022

Dear Harsha Vardhan Vallabhaneni,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3361172

Date: September 30, 2022

Dear Ravi Shankar Durga Balaji Vanapalli,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3352378

Date: September 30, 2022

Dear Vasantha Kumari S,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3368820

Date: September 30, 2022

Dear Bhagya Venkata Sharan Vemula,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3388953

Date: September 30, 2022

Dear Subash Saravanan,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3360595

Date: September 30, 2022

Dear Lohitha V,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3350000

Date: September 30, 2022

Dear Veera Harsha Vardhan Pathipati,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. https://www.cognizant.com/us/en/documents/code-of-ethics.pdf

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3392577

Date: September 30, 2022

Dear Ramesh Santhosh Kumar,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum.** The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3367752

Date: September 30, 2022

Dear Mummadi Sai Dheeraj,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 3355855

Date: September 30, 2022

Dear Guru Aravindh,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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https://campus2cognizant.cognizant.com/Pages/Prelogin

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources

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Deloitte.

Deloitte Consulting India
Private Limited
Block ''C'', Divyasree Technopolis
Survey No. 123 & 132/2
Yemlur Post, Yemlur, Off Old
Airport Road
Bengaluru – 560 037

Tel: +91 080 6755 5000/ +91
080 6755 4000
www.deloitte.com

06/11/2020

Mr/Ms. Abhishek Reddy Maddula
Agharam Main Road,
Selaiyur,
Chennai - 600073.

Subject: Offer of Employment

Dear Bharat Gupta:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **June 15, 2022.**

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.6.25,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000**/- subject to your reporting for full-time employment on **June 15, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within one year of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte US. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an

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Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly. this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **June 15, 2022**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai, and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000. deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days

Bharat Gupta, everyone you have interviewed with joins me in extending to you congratulations and warm

regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

Authorized Signatory

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Deloitte.

Deloitte Consulting India
Private Limited
Block ''C'', Divyasree Technopolis
Survey No. 123 & 132/2
Yemlur Post, Yemlur, Off Old
Airport Road
Bengaluru – 560 037

Tel: +91 080 6755 5000/ +91
080 6755 4000
www.deloitte.com

06/11/2020

Mr/Ms. Tabjul Deeraj
Agharam Main Road,
Selaiyur,
Chennai - 600073.

Subject: Offer of Employment

Dear Bharat Gupta:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **June 15, 2022.**

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.6.25,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details compensation breakdown are provided in the attached Annexure A.

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You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte US. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an

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Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly. this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **June 15, 2022**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

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Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

Authorized Signatory

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06/11/2020

Mr/Ms. Trinadh Kajuluri
Agharam Main Road,
Selaiyur,
Chennai - 600073.

Subject: Offer of Employment

Dear Bharat Gupta:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **June 15, 2022.**

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Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte US. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an

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Deloitte.

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Yemlur Post, Yemlur, Off Old
Airport Road
Bengaluru – 560 037

Tel: +91 080 6755 5000/ +91
080 6755 4000
www.deloitte.com

06/11/2020

Mr/Ms. Vamsi Krishna Kone
Agharam Main Road,
Selaiyur,
Chennai - 600073.

Subject: Offer of Employment

Dear Bharat Gupta:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **June 15, 2022.**

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.6.25,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000**/- subject to your reporting for full-time employment on **June 15, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within one year of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte US. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an

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Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly. this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **June 15, 2022**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai, and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000. deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days

Bharat Gupta, everyone you have interviewed with joins me in extending to you congratulations and warm

regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

Authorized Signatory

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Deloitte.

Deloitte Consulting India
Private Limited
Block ''C'', Divyasree Technopolis
Survey No. 123 & 132/2
Yemlur Post, Yemlur, Off Old
Airport Road
Bengaluru – 560 037

Tel: +91 080 6755 5000/ +91
080 6755 4000
www.deloitte.com

06/11/2020

Mr/Ms. Madamanchi Geetha Sree
Agharam Main Road,
Selaiyur,
Chennai - 600073.

Subject: Offer of Employment

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Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte US. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an

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For Deloitte Consulting India Private Limited

Best regards,

Authorized Signatory

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Deloitte.

Deloitte Consulting India
Private Limited
Block ''C'', Divyasree Technopolis
Survey No. 123 & 132/2
Yemlur Post, Yemlur, Off Old
Airport Road
Bengaluru – 560 037

Tel: +91 080 6755 5000/ +91
080 6755 4000
www.deloitte.com

06/11/2020

Mr/Ms. Salman Basha Shaik
Agharam Main Road,
Selaiyur,
Chennai - 600073.

Subject: Offer of Employment

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For Deloitte Consulting India Private Limited

Best regards,

Authorized Signatory

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www.deloitte.com

06/11/2020

Mr/Ms. Rakesh B E
Agharam Main Road,
Selaiyur,
Chennai - 600073.

Subject: Offer of Employment

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Bharat Gupta, everyone you have interviewed with joins me in extending to you congratulations and warm

regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

Authorized Signatory

Date: 22-02-2023

Dear **Laxmi Prasanna Kumar Gudipalli,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

1. **Probation Period:** You will be on **One month Training Period and 3 Month Probation period** from the date of your joining. Your employment with the Company will be confirmed only after successful completion of the probation period. During the probation period the Company is entitled to terminate your employment without assigning any reasons.

2. **Resignation** – You agree that the term of this Agreement shall be a Minimum of Twelve Months (One Year) of employment with DevCare Solutions Pvt Ltd. If you fail to complete Twelve Months (One Year) with DevCare Solutions Pvt Ltd and 3-months' Notice Period, you agree that you are liable for any and all consequential and incidental damages, including court costs, costs and reasonable attorney fees and will pay back the incurred costs.

The variable amount will may differ in the pay structure. Please keep one for your records and return the other with your acceptance signature, within a week of receipt of this offer letter. We welcome you to DevCare Solutions Pvt Ltd and wish you a successful career with us.

Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
House Rent Allowance	3,167	38,000
Medical Allowance	2,933	35,200
Special Allowance	3,600	43,200
Other Allowance	3,133	37,600
Gross A	**21,000**	**2,52,000**
PF Employee contribution	1,800	21,600
Health/ESI	0	0
Other Deductions (Loans)	0	0
LOP	0	0
TDS	0	0
Total Deduction	1,800	21,600
Net Salary B (A-B)	**18,200**	**2,18,400**
Employees Welfare Benefits		
PF Employer contribution	2,200	26,400
Medical Insurance	541	6,496
Life Insurance	291	3,496
Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Sairam,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

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Health/ESI	0	0
Other Deductions (Loans)	0	0
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TDS	0	0
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Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
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Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
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Date: 22-02-2023

Dear **Cheella Dhathri,**

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R. Janakiram

Senior Manager-Operations

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Date: 22-02-2023

Dear **Maheshwar Balaji,**

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PF Employer contribution	2,200	26,400
Medical Insurance	541	6,496
Life Insurance	291	3,496
Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Gouraram Murali Krishna Goud,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

1. **Probation Period:** You will be on **One month Training Period and 3 Month Probation period** from the date of your joining. Your employment with the Company will be confirmed only after successful completion of the probation period. During the probation period the Company is entitled to terminate your employment without assigning any reasons.

2. **Resignation** – You agree that the term of this Agreement shall be a Minimum of Twelve Months (One Year) of employment with DevCare Solutions Pvt Ltd. If you fail to complete Twelve Months (One Year) with DevCare Solutions Pvt Ltd and 3-months' Notice Period, you agree that you are liable for any and all consequential and incidental damages, including court costs, costs and reasonable attorney fees and will pay back the incurred costs.

The variable amount will may differ in the pay structure. Please keep one for your records and return the other with your acceptance signature, within a week of receipt of this offer letter. We welcome you to DevCare Solutions Pvt Ltd and wish you a successful career with us.

Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
House Rent Allowance	3,167	38,000
Medical Allowance	2,933	35,200
Special Allowance	3,600	43,200
Other Allowance	3,133	37,600
Gross A	**21,000**	**2,52,000**
PF Employee contribution	1,800	21,600
Health/ESI	0	0
Other Deductions (Loans)	0	0
LOP	0	0
TDS	0	0
Total Deduction	1,800	21,600
Net Salary B (A-B)	**18,200**	**2,18,400**
Employees Welfare Benefits		
PF Employer contribution	2,200	26,400
Medical Insurance	541	6,496
Life Insurance	291	3,496
Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Gourishetti Revanth,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
House Rent Allowance	3,167	38,000
Medical Allowance	2,933	35,200
Special Allowance	3,600	43,200
Other Allowance	3,133	37,600
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Health/ESI	0	0
Other Deductions (Loans)	0	0
LOP	0	0
TDS	0	0
Total Deduction	1,800	21,600
Net Salary B (A-B)	**18,200**	**2,18,400**
Employees Welfare Benefits		
PF Employer contribution	2,200	26,400
Medical Insurance	541	6,496
Life Insurance	291	3,496
Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Vidyadharasai Gudivada,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

579 Executive Campus Dr, Suite 370,
Westerville,OH-43082 – USA
Tel :614-221-2277

4,Ram Complex,Padasalai Street,
Urapakkam ,Chennai-603210 -India
Tel: 044-47431394

www.devcare.com

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
House Rent Allowance	3,167	38,000
Medical Allowance	2,933	35,200
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Other Allowance	3,133	37,600
Gross A	**21,000**	**2,52,000**
PF Employee contribution	1,800	21,600
Health/ESI	0	0
Other Deductions (Loans)	0	0
LOP	0	0
TDS	0	0
Total Deduction	1,800	21,600
Net Salary B (A-B)	**18,200**	**2,18,400**
Employees Welfare Benefits		
PF Employer contribution	2,200	26,400
Medical Insurance	541	6,496
Life Insurance	291	3,496
Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Jithendra Gudichuttu,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

1. **Probation Period:** You will be on **One month Training Period and 3 Month Probation period** from the date of your joining. Your employment with the Company will be confirmed only after successful completion of the probation period. During the probation period the Company is entitled to terminate your employment without assigning any reasons.

2. **Resignation** – You agree that the term of this Agreement shall be a Minimum of Twelve Months (One Year) of employment with DevCare Solutions Pvt Ltd. If you fail to complete Twelve Months (One Year) with DevCare Solutions Pvt Ltd and 3-months' Notice Period, you agree that you are liable for any and all consequential and incidental damages, including court costs, costs and reasonable attorney fees and will pay back the incurred costs.

The variable amount will may differ in the pay structure. Please keep one for your records and return the other with your acceptance signature, within a week of receipt of this offer letter. We welcome you to DevCare Solutions Pvt Ltd and wish you a successful career with us.

Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
House Rent Allowance	3,167	38,000
Medical Allowance	2,933	35,200
Special Allowance	3,600	43,200
Other Allowance	3,133	37,600
Gross A	**21,000**	**2,52,000**
PF Employee contribution	1,800	21,600
Health/ESI	0	0
Other Deductions (Loans)	0	0
LOP	0	0
TDS	0	0
Total Deduction	1,800	21,600
Net Salary B (A-B)	**18,200**	**2,18,400**
Employees Welfare Benefits		
PF Employer contribution	2,200	26,400
Medical Insurance	541	6,496
Life Insurance	291	3,496
Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Narendra Gulipalli,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

1. **Probation Period:** You will be on **One month Training Period and 3 Month Probation period** from the date of your joining. Your employment with the Company will be confirmed only after successful completion of the probation period. During the probation period the Company is entitled to terminate your employment without assigning any reasons.

2. **Resignation** – You agree that the term of this Agreement shall be a Minimum of Twelve Months (One Year) of employment with DevCare Solutions Pvt Ltd. If you fail to complete Twelve Months (One Year) with DevCare Solutions Pvt Ltd and 3-months' Notice Period, you agree that you are liable for any and all consequential and incidental damages, including court costs, costs and reasonable attorney fees and will pay back the incurred costs.

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
House Rent Allowance	3,167	38,000
Medical Allowance	2,933	35,200
Special Allowance	3,600	43,200
Other Allowance	3,133	37,600
Gross A	**21,000**	**2,52,000**
PF Employee contribution	1,800	21,600
Health/ESI	0	0
Other Deductions (Loans)	0	0
LOP	0	0
TDS	0	0
Total Deduction	1,800	21,600
Net Salary B (A-B)	**18,200**	**2,18,400**
Employees Welfare Benefits		
PF Employer contribution	2,200	26,400
Medical Insurance	541	6,496
Life Insurance	291	3,496
Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Sai Teja Gundam,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
House Rent Allowance	3,167	38,000
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Special Allowance	3,600	43,200
Other Allowance	3,133	37,600
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PF Employee contribution	1,800	21,600
Health/ESI	0	0
Other Deductions (Loans)	0	0
LOP	0	0
TDS	0	0
Total Deduction	1,800	21,600
Net Salary B (A-B)	**18,200**	**2,18,400**
Employees Welfare Benefits		
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Medical Insurance	541	6,496
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Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
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Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Sateesh Kumar Gundu,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
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Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
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Child Education	0	0
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Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
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Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Guntupalli Lallitha Pravallika,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
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CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Guntipalli Lavanya,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
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Child Education	0	0
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Pillar club/Own house Benefits	0	0
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CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Hemendra Venkata Sai Chandaluri,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

1. **Probation Period:** You will be on **One month Training Period and 3 Month Probation period** from the date of your joining. Your employment with the Company will be confirmed only after successful completion of the probation period. During the probation period the Company is entitled to terminate your employment without assigning any reasons.

2. **Resignation** – You agree that the term of this Agreement shall be a Minimum of Twelve Months (One Year) of employment with DevCare Solutions Pvt Ltd. If you fail to complete Twelve Months (One Year) with DevCare Solutions Pvt Ltd and 3-months' Notice Period, you agree that you are liable for any and all consequential and incidental damages, including court costs, costs and reasonable attorney fees and will pay back the incurred costs.

The variable amount will may differ in the pay structure. Please keep one for your records and return the other with your acceptance signature, within a week of receipt of this offer letter. We welcome you to DevCare Solutions Pvt Ltd and wish you a successful career with us.

Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
House Rent Allowance	3,167	38,000
Medical Allowance	2,933	35,200
Special Allowance	3,600	43,200
Other Allowance	3,133	37,600
Gross A	**21,000**	**2,52,000**
PF Employee contribution	1,800	21,600
Health/ESI	0	0
Other Deductions (Loans)	0	0
LOP	0	0
TDS	0	0
Total Deduction	1,800	21,600
Net Salary B (A-B)	**18,200**	**2,18,400**
Employees Welfare Benefits		
PF Employer contribution	2,200	26,400
Medical Insurance	541	6,496
Life Insurance	291	3,496
Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Dixith Jakkula,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
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Special Allowance	3,600	43,200
Other Allowance	3,133	37,600
Gross A	**21,000**	**2,52,000**
PF Employee contribution	1,800	21,600
Health/ESI	0	0
Other Deductions (Loans)	0	0
LOP	0	0
TDS	0	0
Total Deduction	1,800	21,600
Net Salary B (A-B)	**18,200**	**2,18,400**
Employees Welfare Benefits		
PF Employer contribution	2,200	26,400
Medical Insurance	541	6,496
Life Insurance	291	3,496
Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Jamalapuram Ganesh,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
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Other Deductions (Loans)	0	0
LOP	0	0
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Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Maruthi Brahmaraju Javisetti,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
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Marriage Benefits	1,250	15,000
Child Education	0	0
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Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Kabrambam Ashish Singh,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
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Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Joveera Kalyan Kaki,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

579 Executive Campus Dr, Suite 370,
Westerville,OH-43082 – USA
Tel :614-221-2277

4,Ram Complex,Padasalai Street,
Urapakkam ,Chennai-603210 -India
Tel: 044-47431394

www.devcare.com

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
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Child Education	0	0
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Salary/Target Bonus (variable)	0	0
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Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Sri Mani Kumar,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

579 Executive Campus Dr, Suite 370,
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Tel :614-221-2277

4,Ram Complex,Padasalai Street,
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Tel: 044-47431394

www.devcare.com

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
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CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Kalleda Partthu,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

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CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Kalvapalli Sushmalini,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
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CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Kanala Tharun Reddy,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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2. **Resignation** – You agree that the term of this Agreement shall be a Minimum of Twelve Months (One Year) of employment with DevCare Solutions Pvt Ltd. If you fail to complete Twelve Months (One Year) with DevCare Solutions Pvt Ltd and 3-months' Notice Period, you agree that you are liable for any and all consequential and incidental damages, including court costs, costs and reasonable attorney fees and will pay back the incurred costs.

The variable amount will may differ in the pay structure. Please keep one for your records and return the other with your acceptance signature, within a week of receipt of this offer letter. We welcome you to DevCare Solutions Pvt Ltd and wish you a successful career with us.

Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
House Rent Allowance	3,167	38,000
Medical Allowance	2,933	35,200
Special Allowance	3,600	43,200
Other Allowance	3,133	37,600
Gross A	**21,000**	**2,52,000**
PF Employee contribution	1,800	21,600
Health/ESI	0	0
Other Deductions (Loans)	0	0
LOP	0	0
TDS	0	0
Total Deduction	1,800	21,600
Net Salary B (A-B)	**18,200**	**2,18,400**
Employees Welfare Benefits		
PF Employer contribution	2,200	26,400
Medical Insurance	541	6,496
Life Insurance	291	3,496
Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Kanasani Vishnuvardhan Reddy,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
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CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Kancharla Mahesh,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

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Date: 22-02-2023

Dear **Kandimalla Venkata Abhilash,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

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CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Kandru Varshini,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

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Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Kandula Ram Prasad Reddy,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

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Date: 22-02-2023

Dear **Karna Varadha Kishore Reddy,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

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Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Narasimharao Karnati,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

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Signature

DevCare solutions (P) Ltd

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Total	**16,116**	**1,98,392**
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Date: 22-02-2023

Dear **Kasireddy Ashok Reddy,**

Sub: Intent Offer of Employment

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

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ANNEXURE

SALARY BREAK UP DETAILS

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CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Katam Ganesh,**

Sub: Intent Offer of Employment

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The variable amount will may differ in the pay structure. Please keep one for your records and return the other with your acceptance signature, within a week of receipt of this offer letter. We welcome you to DevCare Solutions Pvt Ltd and wish you a successful career with us.

Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
House Rent Allowance	3,167	38,000
Medical Allowance	2,933	35,200
Special Allowance	3,600	43,200
Other Allowance	3,133	37,600
Gross A	**21,000**	**2,52,000**
PF Employee contribution	1,800	21,600
Health/ESI	0	0
Other Deductions (Loans)	0	0
LOP	0	0
TDS	0	0
Total Deduction	1,800	21,600
Net Salary B (A-B)	**18,200**	**2,18,400**
Employees Welfare Benefits		
PF Employer contribution	2,200	26,400
Medical Insurance	541	6,496
Life Insurance	291	3,496
Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Venu Madhav Katta,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

1. **Probation Period:** You will be on **One month Training Period and 3 Month Probation period** from the date of your joining. Your employment with the Company will be confirmed only after successful completion of the probation period. During the probation period the Company is entitled to terminate your employment without assigning any reasons.

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Sincerely,

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
Basic Salary	8,167	98,000
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Training/Certification/Higher Education Benefits	1,250	15,000
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Salary/Target Bonus (variable)	0	0
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Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Kesavan Sreenivasulu,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

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CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **S Kevin Bose,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

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Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Khareedu Gopi Chowdhary,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

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Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Koduru Sai Krishna,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

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Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
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Salary/Target Bonus (variable)	0	0
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Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Chandra Sekhar Kole,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

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CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Siva Nnarayana Kolla,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

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Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

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CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Lokeshwar Reddy Komitireddy,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

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CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

Date: 22-02-2023

Dear **Kona Anitha Reddy,**

Sub: Intent Offer of Employment

With reference to the technical interview, you had with us and our subsequent discussions, we are pleased to offer you the position of **Data Analyst** at our Urapakkam, Chennai office. Your Annual Salary will be **Rs.4,50,392 Per Annum (Four Lakh Fifty Thousand Three Hundred and Ninety Two Only).** During the training period stipend amount will be **Rs.11,250** (**Eleven Thousand Two Hundred and Fifty Only**). And the joining date will be **June 07, 2023.**The terms of this offer areas follows:

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Sincerely,

R Janakiram

R. Janakiram

Senior Manager-Operations

Accepted

Signature

DevCare solutions (P) Ltd

ANNEXURE

SALARY BREAK UP DETAILS

Particulars	Month	Annual
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Medical Allowance	2,933	35,200
Special Allowance	3,600	43,200
Other Allowance	3,133	37,600
Gross A	**21,000**	**2,52,000**
PF Employee contribution	1,800	21,600
Health/ESI	0	0
Other Deductions (Loans)	0	0
LOP	0	0
TDS	0	0
Total Deduction	1,800	21,600
Net Salary B (A-B)	**18,200**	**2,18,400**
Employees Welfare Benefits		
PF Employer contribution	2,200	26,400
Medical Insurance	541	6,496
Life Insurance	291	3,496
Gratuity	0	0
Other Benefits	0	
Holiday Bonus	500	6,000
Vaishnavi Scheme	0	0
Marriage Benefits	1,250	15,000
Child Education	0	0
Training/Certification/Higher Education Benefits	1,250	15,000
Pillar club/Own house Benefits	0	0
Salary/Target Bonus (variable)	0	0
Incentive Benefits (variable)	5,000	60,000
Royalty Benefits (variable)	0	0
Food	3,000	36,000
CAB /Petrol Allowances	2,500	30,000
Total	**16,116**	**1,98,392**
CTC C (A+C)	**37,533**	**4,50,392**

18 May 2023 **OL No: MST414**

Dear **Burra Vamshi,**

We congratulate you for being selected for a **6 Months** Training with Externsclub Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Intern**
OJT Start Date: **30 May 2023**
OJT End Date: **5 June 2023**
Internship:
Internship Start Date: **06 June 2023**
Internship End Date: **03 December 2023**

Stipend: INR **17000** Per Month (Subject to statutory deductions)
Target: INR **220000** Per Month

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@externsclub.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **Externsclub Pvt.Ltd. if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Externsclub Pvt. Ltd**.**, and will report on or before **30 May 2023**.

SIGNATURE: _____ DATE: _____
(Candidate's Signature)

externsclub.com
+91 - 9019475407
hr@externsclub.com
2616, 2nd Floor, 27th Main Road, Sector 1 HSR Layout,
Opp. to PWD Quarters, Bengaluru - 560102

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in accordance with the management norms
- You are also required to substantially use all of your time and effort to perform these tasks during the business hours and such reasonable additional hours as may be necessary.

  Working Hours: 9 Hours a day (inclusive of Lunch break)

  Job Type: Full Time Training

  Location: Bangalore

- During the training period you will not receive any of the employee benefits that regular employees receive
- During the training period, the company have all the rights to terminate your services without offering any reason whatsoever
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice period of 30 days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the company
- Upon conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practises governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be done through the company email of your manager only

- Post successful completion of the training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Acceptance of the candidate:

SIGNATURE: _____ DATE: _____
(Candidate's Signature)

Annexure

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

17 May 2023 **OL No: MST410**

Dear **KOTTADA SATYA PRAKASH ,**

We congratulate you for being selected for a **6 Months** Training with Externsclub Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Intern**
OJT Start Date: **30 May 2023**
OJT End Date: **5 June 2023**
Internship:
Internship Start Date: **06 June 2023**
Internship End Date: **03 December 2023**

Stipend: INR **17000** Per Month (Subject to statutory deductions)
Target: INR **220000** Per Month

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@externsclub.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **Externsclub Pvt.Ltd. if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Externsclub Pvt. Ltd**.**, and will report on or before **30 May 2023**.

SIGNATURE: _____ DATE: _____
(Candidate's Signature)

externsclub.com
+91 - 9019475407
hr@externsclub.com
2616, 2nd Floor, 27th Main Road, Sector 1 HSR Layout,
Opp. to PWD Quarters, Bengaluru - 560102

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in accordance with the management norms
- You are also required to substantially use all of your time and effort to perform these tasks during the business hours and such reasonable additional hours as may be necessary.

  Working Hours: 9 Hours a day (inclusive of Lunch break)

  Job Type: Full Time Training

  Location: Bangalore

- During the training period you will not receive any of the employee benefits that regular employees receive
- During the training period, the company have all the rights to terminate your services without offering any reason whatsoever
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice period of 30 days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the company
- Upon conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practises governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be done through the company email of your manager only

- Post successful completion of the training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Acceptance of the candidate:

SIGNATURE: _____ DATE: _____
(Candidate's Signature)

Annexure

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

17 May 2023 **OL No: MST412**

Dear **Midde Sailaja ,**

We congratulate you for being selected for a **6 Months** Training with Externsclub Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Intern**
OJT Start Date: **30 May 2023**
OJT End Date: **5 June 2023**
Internship:
Internship Start Date: **06 June 2023**
Internship End Date: **03 December 2023**

Stipend: INR **17000** Per Month (Subject to statutory deductions)
Target: INR **220000** Per Month

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@externsclub.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **Externsclub Pvt.Ltd. if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Externsclub Pvt. Ltd**.**, and will report on or before **30 May 2023**.

SIGNATURE: _____ DATE: _____
(Candidate's Signature)

externsclub.com
+91 - 9019475407
hr@externsclub.com
2616, 2nd Floor, 27th Main Road, Sector 1 HSR Layout,
Opp. to PWD Quarters, Bengaluru - 560102

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in accordance with the management norms
- You are also required to substantially use all of your time and effort to perform these tasks during the business hours and such reasonable additional hours as may be necessary.

  Working Hours: 9 Hours a day (inclusive of Lunch break)

  Job Type: Full Time Training

  Location: Bangalore

- During the training period you will not receive any of the employee benefits that regular employees receive
- During the training period, the company have all the rights to terminate your services without offering any reason whatsoever
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice period of 30 days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the company
- Upon conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practises governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be done through the company email of your manager only

- Post successful completion of the training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Acceptance of the candidate:

SIGNATURE: _____ DATE: _____
(Candidate's Signature)

Annexure

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

17 May 2023 **OL No: MST411**

Dear **Palanichamy Jagan Jaya Kumar ,**

We congratulate you for being selected for a **6 Months** Training with Externsclub Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Intern**
OJT Start Date: **30 May 2023**
OJT End Date: **5 June 2023**
Internship:
Internship Start Date: **06 June 2023**
Internship End Date: **03 December 2023**

Stipend: INR **17000** Per Month (Subject to statutory deductions)
Target: INR **220000** Per Month

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@externsclub.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **Externsclub Pvt.Ltd. if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Externsclub Pvt. Ltd**.**, and will report on or before **30 May 2023**.

SIGNATURE: _____ DATE: _____
(Candidate's Signature)

externsclub.com
+91 - 9019475407
hr@externsclub.com
2616, 2nd Floor, 27th Main Road, Sector 1 HSR Layout,
Opp. to PWD Quarters, Bengaluru - 560102

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in accordance with the management norms
- You are also required to substantially use all of your time and effort to perform these tasks during the business hours and such reasonable additional hours as may be necessary.

  Working Hours: 9 Hours a day (inclusive of Lunch break)

  Job Type: Full Time Training

  Location: Bangalore

- During the training period you will not receive any of the employee benefits that regular employees receive
- During the training period, the company have all the rights to terminate your services without offering any reason whatsoever
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice period of 30 days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the company
- Upon conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practises governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be done through the company email of your manager only

- Post successful completion of the training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Acceptance of the candidate:

SIGNATURE: _____ DATE: _____
(Candidate's Signature)

Annexure

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

18 May 2023 **OL No: MST413**

Dear **Potnuri Yogesh Babu ,**

We congratulate you for being selected for a **6 Months** Training with Externsclub Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Intern**
OJT Start Date: **30 May 2023**
OJT End Date: **5 June 2023**
Internship:
Internship Start Date: **06 June 2023**
Internship End Date: **03 December 2023**

Stipend: INR **17000** Per Month (Subject to statutory deductions)
Target: INR **220000** Per Month

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@externsclub.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **Externsclub Pvt.Ltd. if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Externsclub Pvt. Ltd**.**, and will report on or before **30 May 2023**.

SIGNATURE: _____ DATE: _____
(Candidate's Signature)

externsclub.com
+91 - 9019475407
hr@externsclub.com
2616, 2nd Floor, 27th Main Road, Sector 1 HSR Layout,
Opp. to PWD Quarters, Bengaluru - 560102

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in accordance with the management norms
- You are also required to substantially use all of your time and effort to perform these tasks during the business hours and such reasonable additional hours as may be necessary.

  Working Hours: 9 Hours a day (inclusive of Lunch break)

  Job Type: Full Time Training

  Location: Bangalore

- During the training period you will not receive any of the employee benefits that regular employees receive
- During the training period, the company have all the rights to terminate your services without offering any reason whatsoever
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice period of 30 days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the company
- Upon conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practises governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be done through the company email of your manager only

- Post successful completion of the training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Acceptance of the candidate:

SIGNATURE: _____ DATE: _____
(Candidate's Signature)

Annexure

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

17 May 2023 **OL No: MST409**

Dear **Sandeep Kamineni ,**

We congratulate you for being selected for a **6 Months** Training with Externsclub Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Intern**
OJT Start Date: **30 May 2023**
OJT End Date: **5 June 2023**
Internship:
Internship Start Date: **06 June 2023**
Internship End Date: **03 December 2023**

Stipend: INR **17000** Per Month (Subject to statutory deductions)
Target: INR **220000** Per Month

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@externsclub.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **Externsclub Pvt.Ltd. if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Externsclub Pvt. Ltd**.**, and will report on or before **30 May 2023**.

SIGNATURE: _____ DATE: _____
(Candidate's Signature)

externsclub.com
+91 - 9019475407
hr@externsclub.com
2616, 2nd Floor, 27th Main Road, Sector 1 HSR Layout,
Opp. to PWD Quarters, Bengaluru - 560102

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in accordance with the management norms
- You are also required to substantially use all of your time and effort to perform these tasks during the business hours and such reasonable additional hours as may be necessary.

  Working Hours: 9 Hours a day (inclusive of Lunch break)

  Job Type: Full Time Training

  Location: Bangalore

- During the training period you will not receive any of the employee benefits that regular employees receive
- During the training period, the company have all the rights to terminate your services without offering any reason whatsoever
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice period of 30 days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the company
- Upon conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practises governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be done through the company email of your manager only

- Post successful completion of the training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Acceptance of the candidate:

SIGNATURE: _____ DATE: _____
(Candidate's Signature)

Annexure

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Nermati Jaya Sai Kumar Reddy
jainermati999@gmail.com
Candidate Id: CN20230457

Dear **Nermati Jaya Sai Kumar Reddy,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

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

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

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

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

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

Annexure I: Annual Compensation Structure			
Name	**Nermati Jaya Sai Kumar Reddy**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

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

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

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

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

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Neti Udaykiran
udaykiran5995@gmail.com
Candidate Id: CN20230458

Dear **Neti Udaykiran,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

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

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

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

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

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

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

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

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

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

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

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Nuthalapati Rohith
rohithluckyakki@gmail.com
Candidate Id: CN20230459

Dear **Nuthalapati Rohith,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

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

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

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

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

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

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

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

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

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

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

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. P Asa Kiran
asakiran301@gmail.com
Candidate Id: CN20230460

Dear **P Asa Kiran,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

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

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

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

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

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

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

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

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

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

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

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Paradathi Puthin Kumar
Luckypuneeth177@gmail.com
Candidate Id: CN20230461

Dear **Paradathi Puthin Kumar,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

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

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

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

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

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

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

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

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

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

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

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Padarti Vishnu Vardhan
powervishnhvardhan@gmail.com
Candidate Id: CN20230462

Dear **Padarti Vishnu Vardhan,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

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

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

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

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

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

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

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

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

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

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

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Paidi Aravind
naniarvind190@gmail.com
Candidate Id: CN20230463

Dear **Paidi Aravind,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

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

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

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

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

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

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

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

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

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

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

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Bharath Kumar Paidimalla
bharathrockx@gmail.com
Candidate Id: CN20230464

Dear **Bharath Kumar Paidimalla,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

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

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

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

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

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

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

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Jaswanth Reddy Pakanati
pakanatejaswanthreddy27@gmail.com
Candidate Id: CN20230465

Dear **Jaswanth Reddy Pakanati,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Jaswanth Reddy Pakanati**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Palanati Anvesh Reddy
palanatianveshreddy17@gmail.com
Candidate Id: CN20230466

Dear **Palanati Anvesh Reddy,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Palanati Anvesh Reddy**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Shashidhar Reddy Parvathala
shashidharreddy059@gmail.com
Candidate Id: CN20230467

Dear **Shashidhar Reddy Parvathala,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Shashidhar Reddy Parvathala**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Pathuri Mahesh Babu
maheshpathuri804@gmail.com
Candidate Id: CN20230468

Dear **Pathuri Mahesh Babu,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Pathuri Mahesh Babu**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Patnam Srikanth
Srikanthbasha080@gmail.com
Candidate Id: CN20230469

Dear **Patnam Srikanth,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Patnam Srikanth**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Pattam Karthik
Pattamkarthik59@gmail.com
Candidate Id: CN20230470

Dear **Pattam Karthik,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Pattam Karthik**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. K Pavan Kumar Goud
pavangoudk7@gmail.com
Candidate Id: CN20230471

Dear **K Pavan Kumar Goud,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**K Pavan Kumar Goud**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Pavan Kumar Reddy
pavankumarreddy2803@gmail.com
Candidate Id: CN20230472

Dear **Pavan Kumar Reddy,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Pavan Kumar Reddy**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. V Pavankumar
Vemasanipavankumarnaidu@gmail.com
Candidate Id: CN20230473

Dear **V Pavankumar,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**V Pavankumar**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Pavithra S
pavithraselvam2019@gmail.com
Candidate Id: CN20230474

Dear **Pavithra S,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Pavithra S**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Pendyala Avinash
avinashreddy5050@gmail.com
Candidate Id: CN20230475

Dear **Pendyala Avinash,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Pendyala Avinash**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Penmatcha Hari Venkata Krishnam Raju
hariraju7118@gmail.com
Candidate Id: CN20230476

Dear **Penmatcha Hari Venkata Krishnam Raju,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Penmatcha Hari Venkata Krishnam Raju**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Pentyala Devakinandan
devakip2002@gmail.com
Candidate Id: CN20230477

Dear **Pentyala Devakinandan,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Pentyala Devakinandan**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Gopi Pinnika
pinnikagopi9@gmail.com
Candidate Id: CN20230478

Dear **Gopi Pinnika,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Gopi Pinnika**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Pittala Raj Kumar
pittalarajkumar89@gmail.com
Candidate Id: CN20230479

Dear **Pittala Raj Kumar,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Pittala Raj Kumar**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. P Poluparthi Hari
siddarthharisiddarthhari3246@gmail.com
Candidate Id: CN20230480

Dear **P Poluparthi Hari,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**P Poluparthi Hari**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Poluri Bharath
bharathchowdarypoluri555@gmail.com
Candidate Id: CN20230481

Dear **Poluri Bharath,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Poluri Bharath**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Prabhakar Kumar Thakur
prabhakarkumarmbd@gmail.com
Candidate Id: CN20230482

Dear **Prabhakar Kumar Thakur,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Prabhakar Kumar Thakur**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Prakash V
kashpra299@gmail.com
Candidate Id: CN20230483

Dear **Prakash V,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Prakash V**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Harsha Vardhan
harshahemanth0521@gmail.com
Candidate Id: CN20230484

Dear **Harsha Vardhan,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Harsha Vardhan**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Praveen G
praveengurrala02@gmail.com
Candidate Id: CN20230485

Dear **Praveen G,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Praveen G**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. K P Prithiviraj
prithiviraj442002@gmail.com
Candidate Id: CN20230486

Dear **K P Prithiviraj,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**K P Prithiviraj**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Shreya Katam
shreyakatam74@gmail.com
Candidate Id: CN20230487

Dear **Shreya Katam,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Shreya Katam**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. A Prasad
aragondaprasad889@gmail.com
Candidate Id: CN20230488

Dear **A Prasad,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**A Prasad**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Aishwarya J
aishujeeva2106@gmail.com
Candidate Id: CN20230489

Dear **Aishwarya J,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Aishwarya J**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Aun Mohammed
mohammedaun88@gmail.com
Candidate Id: CN20230490

Dear **Aun Mohammed,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Aun Mohammed**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Bonda Sai Kiran
bsaikiran122@gmail.com
Candidate Id: CN20230491

Dear **Bonda Sai Kiran,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Bonda Sai Kiran**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Reddypally Saikar
reddypallysaikar11@gmail.com
Candidate Id: CN20230492

Dear **Reddypally Saikar,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Reddypally Saikar**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Shaik Abeedh
shaikabeedh09@gmail.com
Candidate Id: CN20230493

Dear **Shaik Abeedh,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Shaik Abeedh**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Yada Maneesh
maneeshyadha105@gmail.com
Candidate Id: CN20230494

Dear **Yada Maneesh,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Yada Maneesh**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Chirukuri Surya Varma
chirukurivarma2001@gmail.com
Candidate Id: CN20230495

Dear **Chirukuri Surya Varma,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Chirukuri Surya Varma**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

A Unit of Focus 4D Career Education Pvt. Ltd

Mar 1, 2023

Mr/Ms. Nakulan R K
nakulan1283500@gmail.com
Candidate Id: CN20230496

Dear **Nakulan R K,**

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division.**

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Arun M (Training Manager)** or anyone whom he may depute. Your date of joining will be **13th Mar 2023.** Your base location will be **Chennai.**

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	**Nakulan R K**	Position & Department	**Associate Trainer**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	**Total Fixed Pay per annum**		**2,70,012/-**
4	**Annual Performance Linked Pay (Maximum)**		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200324
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Raj Kamal Simhadri,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200325
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Sindhusree K,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200326
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Naveen Singamsetty,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200327
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Singidi Vamshi,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200328
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Vikas Reddy Singireddy,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200329
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Sai Vardhan Reddy Sirigiri,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200330
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Siriseti Pradeep,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

FULL

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200331
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Siva R,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200332
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Sonti Sampath Kumar,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

FULL

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200333
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Sriramoji Navateja,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200334
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Suman Mukherjee,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200335
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Sundar D,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200336
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Suraparaju Kiran,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200337
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Hemanth Sai Suravarapu,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200338
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Sure Tirupathi Rao,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

FULL

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200339
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **B Sushil Leonard,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

FULL

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200340
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Teja Sri Swarna,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

FULL

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200341
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Syed Vaseem,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200342
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Tanguturi Vinay,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200343
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Daniel Raju Tanikonda,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200344
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **T Venkata Ashok Reddy,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

FULL

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200345
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Sambasiva Rao Telukutla,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200346
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Thakkellapati Brahmendra,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

FULL

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200347
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Thangellapally Vignesh,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200348
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Aadhiswaran T,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200349
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Abburi Sampath Kumar,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

FULL

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200350
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Abdul Sharuk,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200351
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **A Abinaya,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200352
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Adapa Krishna Vardhan Naidu,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
3) Medical Benefits: You, your spouse (if dependent), dependent children and dependent parents will be covered at company' s cost under the Mediclaim Insurance policy/ESI, as applicable. Your medical expenses not covered under the mediclaim policy will be re-imbursed subject to the rules of the company
4) Probation: Six months/One year probationary period after which there will be a review of your performance
5) Separation: For employees in senior levels (starting from Assistant Manager) /Faculty/Teachers, during probation the notice period will be one month; and after confirmation of employment the notice period will be three calendar months. For employees in Junior Level & Mid –Level Management (Executives/Assistant), during probation, the notice period will be fifteen calendar days; and after confirmation the notice period will be one calendar month. A resigned employee would have to serve the entire period of notice, and would not be allowed to surrender leave or pay salary in lieu of notice. The company may however, at its discretion, decide to relieve the employee immediately on resignation
6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

Dated: 03/05/2023

Ref no: FC/222-2023/HR-200353
Garyala Phaneendra Kumar
Bharath Institute of Higher Education and Research
Selaiyur, Chennai-600 073.

Dear **Adhithiyan K,**

We are pleased to confirm your appointment in our company with effect from **15-May-2023**.

Here below are the terms of your appointment:

1) Assignment: Your present position will be that of **Software Developer - Trainee** to be posted at our Chennai office. The company may however reassign and/or transfer you to any other similar position in the company, anywhere in India. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.
2) Salary: Your salary, allowance and re-imbursements of expenses will be as per details attached to this letter. Your Gross CTC will be **3.0 LPA**.
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6) Retirement (IF APPLICABLE HERE) : You will retire from the Company's services after attaining 60 years of age
7) Deduction: All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and other encashments that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
8) Secrecy : The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be

disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management

1) Outside Employment: While in the employment of the company, you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without prior written consent of the company.
2) Disclosure: You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business interests, businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative. You agree to disclose fully to the company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arising
3) Rules & Regulations: Your employment will be governed by rules and regulations and code of ethics laid down by the company. The company may make such rules/or lay out such procedures as may be deemed necessary for the implementation/ administration of the terms and conditions of your employment as stated in this letter with due intimation to you and the same will be binding on you.
4) General : Your employment will be subject to the following conditions:

Your employment will be subject to the following conditions:

a) You being found medically fit by a doctor nominated by the company

b) You furnishing copies of certificates of your qualifications and experiences

c) Receiving satisfactory references and certificates from your previous employers, if any, as regards to your satisfactory performances and conduct

d) Your furnishing the birth/school leaving certificate for proof of your age

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Sincerely, Accept_____

For **Full Creative Pvt Ltd.**

Vice President - HR

OFFER LETTER

07/03/2023
Chennai

Dear **Byrisetty Varun Krishna,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Byrisetty Varun Krishna

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Dasari Sanhith,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Dasari Sanhith

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Monu Burman,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Monu Burman

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Raju Kumar,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Raju Kumar

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Shaik Lal Alisha,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Shaik Lal Alisha

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Veeranki Koushik Kalyan,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Veeranki Koushik Kalyan

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Bugga Rahul Rayal,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Bugga Rahul Rayal

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Medharamitla Jyoshna,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Medharamitla Jyoshna

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Syed Waseem Khadri,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

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Sincerely,

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I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Syed Waseem Khadri

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Botta H V S S Saiganesh,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Botta H V S S Saiganesh

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Devarapalli Sreenivas Reddy,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

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Sincerely,

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I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Devarapalli Sreenivas Reddy

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Kanaparthi Sai Maneesh Chowdary,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Kanaparthi Sai Maneesh Chowdary

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Tarun Reddy Sama,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Tarun Reddy Sama

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Veerendra Bavisetti,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Veerendra Bavisetti

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Balamurugan A,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Balamurugan A

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Jagadeshwar S,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Jagadeshwar S

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Kiren A S,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Kiren A S

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Godugu Sadak,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Godugu Sadak

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Gowtham Kandasamy,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

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Sincerely,

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I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Gowtham Kandasamy

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Gundepudi Surya Ajay,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

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Sincerely,

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I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Gundepudi Surya Ajay

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Murali Koushik Hanumanthu,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Murali Koushik Hanumanthu

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **G Harshavardhanreddy,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: G Harshavardhanreddy

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Isaiah Rufina,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

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Sincerely,

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I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Isaiah Rufina

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Jallipalli Soma Shekhar Saikiran,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Jallipalli Soma Shekhar Saikiran

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Jayavarapu Sai Pramod,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

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Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Jayavarapu Sai Pramod

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Jerin Raj Rv,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

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- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Jerin Raj Rv

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Jonna Praveen Kumar,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Jonna Praveen Kumar

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Kakuru Pradeep Kumar Reddy,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

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- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Kakuru Pradeep Kumar Reddy

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Karthik Usakoyal,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Karthik Usakoyal

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Siva Karubuktha,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Siva Karubuktha

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Katewar Tejashwini,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Katewar Tejashwini

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Sanjay Maddukuri,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Sanjay Maddukuri

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Manoj V,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Manoj V

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Mohammed Abdul Sadiq Ali,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Mohammed Abdul Sadiq Ali

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Mohd Ameer,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Mohd Ameer

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Mota Anisha Evangeline,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Mota Anisha Evangeline

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

OFFER LETTER

07/03/2023
Chennai

Dear **Nagendra M,**

Congratulations!

We are Happy to inform you that you have been accepted for Intern cum placement at Garuda Aerospace. Internship duration of **3 months.** Attached are the specific terms and conditions of our offer.

Acceptance and Commencement

Your appointment will be effective on your joining date,i.e.,10/03/2023 to 10/06/2023 To

confirm your acceptance of this offer, you are required to;

- Respond via email to **hr@garudaaerospace.com** to communicate acceptance of the offer and to confirm to your joining dates.
- This is paid Internship you will be getting **5000**/- per month
- Request for leave must be stated 3days in advance to the respective department Head
- Working days will be 6 days a week with 9 Hours working.

During the Internship you may have access to companies, client confidential information & you agree that you will keep all the company or client information strictly confidential and will not share it with any third party or any person outside the company. You will not use it for your benefits and on the completion of the internship, you will return the documents, equipment, and all property of the company (if any). Incase found if any information is shared, Company has the right to take the appropriate actions

- The company norms followed by our regular employees at Garuda Aerospace applies for all the interns and must be strictly followed.

Sincerely,

ACCEPTANCEOFINTERNSHIPTERMSANDCONDITIONS:

I agree that I have read, understood, and accepted internship terms and conditions with Garuda Aerospace under the terms and conditions stated above.

Signature:

Name: Nagendra M

Date: 10/03/2023

Date of Joining (if requesting an alternative date):

GENESYS CONSULTANTS

Genesys Talent Acquisition

Offer Letter

Dear Saladi Siva Sumanth, Welcome to Genesys Talent Acquisition.
This is with reference to your application and interview you attended with us on 24/3/23.
We are pleased to recruit you for the designation of HR-Recruiter (ITES & IT) for TECH-M, HCL and other Top MNC's depends on candidates caliber on the following terms and conditions.

Salary Package : You will be paid a consolidated salary of Rs 15000/-(Fifteen Thousand Rupees Only) per month. Monthly breakup for the same as given below.

Basic : Rs 12000/- per month
Bonus : Rs 3000/- per month which would be given only
On the successful completion of 6 months as HR Executive with GENESYS

Service Conditions : You will not divulge to others any information or trade secrets that may come within your knowledge by virtue of your holding to the above appointment with us.

You will not be allowed to take up any part time jobs elsewhere during your service with us.

Training : Your training period lasts for 23 days during which your designation would be HR Trainee from 24/3/23 and all rules and regulations would be applicable from 24/3/23.
On successful completion of 23 days, HR Trainee would be designated as HR - Recruiter as per company norms.

Resignation / Termination : 60 days of prior notification is mandatory failing which, the employee must pay the basic salary of 2 months to get relieved properly.

All rules and regulations mentioned in the offer letter and annexure-1 would be applicable from 24/3/23.

The Management is eagerly awaiting your valuable contribution, greater commitment with a sense of involvement and belonging, which are essential for the growth of the company and yourselves.

Kindly return the duplicate copy of the offer letter duly signed as a token of your acceptance.

With Best Wishes

Authorised Signatory

Block B, 3rd floor, TEK MEADOWS, Sholinganallur.
Contact : admin@genesysconsultants.in

Annexure - 1

Appraisal : On successful completion of probationary period of 6 months with Genesys, the salary of the employee will be revised based on the performance.

Incentives will be given to employees when their candidates complete 90 days at the clients end.

Incentives Slot :

9-11 candidates : Rs 3000/-
12-15 candidates : Rs 5000/-
16-20 candidates : Rs 10000/-

Monthly target would be 10 candidates before the last working day of the month.
Target should be completed before the salary date of the calendar month. Strictly no leaves during the training period (First 23 working days).

Working Days : Monday - Saturday

Growth Opportunity : On successful completion of 6 months as HR executive, the employee will be given an opportunity to apply at our clients end for HR designation provided the performance of the employee for that particular client should be outstanding. This opportunity woul be for a permanent position under our clients payroll.

Genesys will arrange for the interview process.

All The Best !!!!!!!!!

Note : The above mentioned rules and regulations are subject to change as per management decision.

GENESYS CONSULTANTS

Genesys Talent Acquisition

Offer Letter

Dear Akhil Karathapally *Welcome to Genesys Talent Acquisition.*
This is with reference to your application and interview you attended with us on 24/3/23.
We are pleased to recruit you for the designation of HR-Recruiter (ITES & IT) for TECH-M, HCL and other Top MNC's depends on candidates caliber on the following terms and conditions.

Salary Package : You will be paid a consolidated salary of Rs 15000/-(Fifteen Thousand Rupees Only) per month. Monthly breakup for the same as given below.

Basic : Rs 12000/- per month
Bonus : Rs 3000/- per month which would be given only
On the successful completion of 6 months as HR Executive with GENESYS

Service Conditions : You will not divulge to others any information or trade secrets that may come within your knowledge by virtue of your holding to the above appointment with us.

You will not be allowed to take up any part time jobs elsewhere during your service with us.

Training : Your training period lasts for 23 days during which your designation would be HR Trainee from 24/3/23 *and all rules and regulations would be applicable from* 24/3/23 .
On successful completion of 23 days, HR Trainee would be designated as HR - Recruiter as per company norms.

Resignation / Termination : 60 days of prior notification is mandatory failing which, the employee must pay the basic salary of 2 months to get relieved properly.

All rules and regulations mentioned in the offer letter and annexure-1 would be applicable from 24/3/23 .

The Management is eagerly awaiting your valuable contribution, greater commitment with a sense of involvement and belonging, which are essential for the growth of the company and yourselves.

Kindly return the duplicate copy of the offer letter duly signed as a token of your acceptance.

With Best Wishes

Authorised Signatory

Block B, 3rd floor, TEK MEADOWS, Sholinganallur.
Contact : admin@genesysconsultants.in

Annexure - 1

Appraisal : On successful completion of probationary period of 6 months with Genesys, the salary of the employee will be revised based on the performance.

Incentives will be given to employees when their candidates complete 90 days at the clients end.

Incentives Slot :

9-11 candidates : Rs 3000/-
12-15 candidates : Rs 5000/-
16-20 candidates : Rs 10000/-

Monthly target would be 10 candidates before the last working day of the month.
Target should be completed before the salary date of the calendar month. Strictly no leaves during the training period (First 23 working days).

Working Days : Monday - Saturday

Growth Opportunity : On successful completion of 6 months as HR executive, the employee will be given an opportunity to apply at our clients end for HR designation provided the performance of the employee for that particular client should be outstanding. This opportunity woul be for a permanent position under our clients payroll.

Genesys will arrange for the interview process.

All The Best !!!!!!!!!

Note : The above mentioned rules and regulations are subject to change as per management decision.

GROVNEST
We Work Together

LLP Identification Number - AAU-7796

Date: 31st Jan, 2023

To,

Name: Mr. Prince Kumar Sharma

Address: Chennai-India.

Offer Letter

Dear Prince,

With reference to your interview held with us, we are pleased to inform you that you have been appointed as Full Stack Web Development with the start date of 1st February 2023, at GrovNest Digi LLP.

You shall be working as a Full Stack Web Development from the date of joining and you will be reporting to Mr. Deepak Lyngdoh, Founder & CEO.

You shall be entitled to leave and holidays as per organization policy.

You shall abide by all the rules and regulations of the organization.

You shall not disclose any organization related information to anyone.

This offer letter is made with the understanding of both parties (Organization & You), you may sign a copy of this letter and kindly return its photocopy duly signed by you as a token of acceptance with all the statements mentioned above.

We are excited to have you join our team!

If you have any questions, please feel free to reach out at any time.

Sincerely,

Bishal Nath
Human Resources Manager
GrovNest Digi LLP

52/1 Bishop Cotton Road, Polo, Shillong, Meghalaya, 793001

+91 84730 14986

admin@grovnest.com

HAYAAN EDUTECH INNOVATIONS
A Hub of Knowledge and Skills

20-02-2023,
Kadapa.

To,
NOORBASHA SAMEER,
D.no: 2/225, Mahaboob Nagar,
Rajampet, Kadapa,
Andhra Pradesh – 516115.

SUBJECT: Offer Letter-Data Engineer Trainee

Dear **Sameer**,
With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment as **Data Engineer Trainee** in our organization on the following terms and conditions.

1. Your initial posting will be at our Kadapa office.
2. You will be paid a CTC of **Rs. 2, 80, 000/-** per annum (CTC in words Two lakh Eighty thousand only) inclusive of benefits as per the company rules.
3. You will be governed by the terms and conditions of the company, which will be issued to you in a detailed appointment letter if this offer is accepted.
4. You are advised to join the company on or before **March 10, 2023**.
5. This Offer stands cancelled beyond the Offer date.
6. Your office timings will be as per process timings.

We are confident that you will find **HAYAAN EDUTECH INNOVATIONS** a better place to work at. We are looking forward to having a mutually beneficial association with you. Please confirm your acceptance of this contingent offer.

Best wishes for your success and growth at **HAYAAN EDUTECH INNOVATIONS.**

For **HAYAAN EDUTECH INNOVATIONS PVT. LTD.**

Rajini Nair

Rajini Nair K.E
Human Resources Manager

info@hayaan.co.in www.hayaan.co.in Kadapa - 516003

HAYAAN EDUTECH INNOVATIONS
A Hub of Knowledge and Skills

Yearly & Monthly Breakup of Gross Salary

Basic	65%	**Name**	NOORBASHA SAMEER
HRA	10%	**Designation**	Data Engineer Trainee
City Compensatory Allowances Conveyance	5%	**Department**	Technical Dept.
Medical	5%	**Approved by**	
Education	5%	Rajini Nair	
LTC	5%		
	5%		
	5%	Rajini Nair K.E	

Accounts

Details	Yearly	Monthly
Gross Salary	280000	**23333**
Basic	217000	18083
HRA	18000	1500
City Compensatory Allowances	9000	750
Conveyance	9000	750
Medical	9000	750
Education	9000	750
LTC	9000	750
Grand Total	**180000**	**23333**
		Gross PM

HAYAAN EDUTECH INNOVATIONS PVT. LTD.

Declaration

I agree & accept the above terms and conditions of employment. Also. I acknowledge that I have retained a copy of the Terms and Conditions supplied to me.

Date: Signature:

Dated: 08-02-2023

Koppu Rohith Sai Goud
Bharath University,
Chennai – 600 073.

Sub: Appointment for the post of **Business Development Executive**.

This has reference to your application for employment and subsequent interview, the Management is pleased to appoint you as **Business Development Executive** on a salary of **Rs.2,80,000** per annum with effect from **15-05-2023.**

Your appointment is subject to the following:

TERMS AND CONDITIONS OF APPOINTMENT:

Probation/Confirmation
You will initially be on probation, for twelve months, which may be extended or reduced at the sole discretion of the Management. The appointment is terminable either by the Management or by you without any notice or payment in lieu thereof, during this period. On completion of the probation period, till such time that you are intimated in writing about your confirmation, you will be on probation.

Medical Fitness

Your appointment is subject to:

The Management having the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

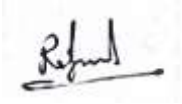
General

(a) You will be subject to the Rules and Regulations of the Company and the service conditions as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

(b) You will inform, in writing, to the Management any change of address within a week from the change of the same, failing which any communication sent to your last known address shall be deemed to have been served on you.

Kindly return one copy of this letter duly signed by you as a token of your acceptance of our offer.

For Health Watch



General Manager-HR

HEALTH WATCH

Dated: 08-02-2023

A Meena
Bharath University,
Chennai – 600 073.

Sub: Appointment for the post of **Business Development Executive**.

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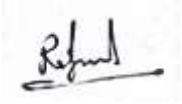

General Manager-HR

Dated: 08-02-2023

Mahadeva Muthyala
Bharath University,
Chennai – 600 073.

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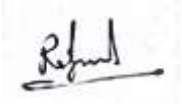

General Manager-HR

Dated: 08-02-2023

K Naveen
Bharath University,
Chennai – 600 073.

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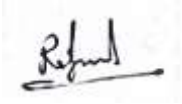

General Manager-HR

HEALTH WATCH

Dated: 08-02-2023

Nisha N
Bharath University,
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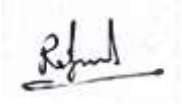

General Manager-HR

HEALTH WATCH

Dated: 08-02-2023

Meghana Sruthi Nutheti
Bharath University,
Chennai – 600 073.

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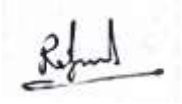

General Manager-HR

Dated: 08-02-2023

Pravin Shanmugam
Bharath University,
Chennai – 600 073.

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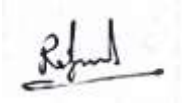

General Manager-HR

HEALTH WATCH

Dated: 08-02-2023

Preethi Baskaran
Bharath University,
Chennai – 600 073.

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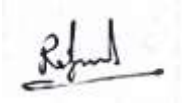

General Manager-HR

HEALTH WATCH

Dated: 08-02-2023

Rudresh J
Bharath University,
Chennai – 600 073.

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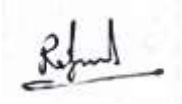

General Manager-HR

Dated: 08-02-2023

Saravanan D
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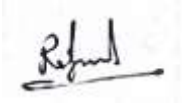

General Manager-HR

HEALTH WATCH

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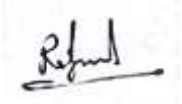

General Manager-HR

Dated: 08-02-2023

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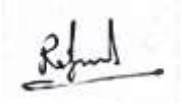

General Manager-HR

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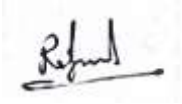

General Manager-HR

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Bharath Sai Sontena
Bharath University,
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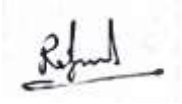

General Manager-HR

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Ramanjaneyulu Sure
Bharath University,
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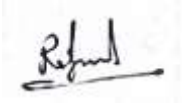

General Manager-HR

HEALTH WATCH

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Giridhar Swarna
Bharath University,
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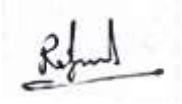

General Manager-HR

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Talari Harinath
Bharath University,
Chennai – 600 073.

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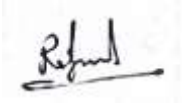

General Manager-HR

Dated: 08-02-2023

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Bharath University,
Chennai – 600 073.

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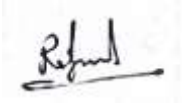

General Manager-HR

HEALTH WATCH

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Lokasani Ashok Reddy
Bharath University,
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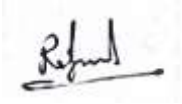

General Manager-HR

HEALTH WATCH

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I Md Suhaib Rana
Bharath University,
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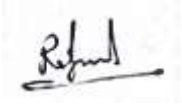

General Manager-HR

HEALTH WATCH

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Gokarnam Adarsh
Bharath University,
Chennai – 600 073.

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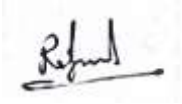

General Manager-HR

HEALTH WATCH

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Bharath University,
Chennai – 600 073.

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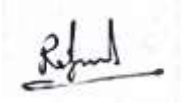

General Manager-HR

Dated: 08-02-2023

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Bharath University,
Chennai – 600 073.

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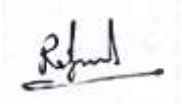

General Manager-HR

Dated: 08-02-2023

Jaya Priya Vasudevan
Bharath University,
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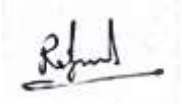

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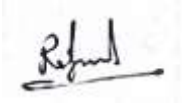

General Manager-HR

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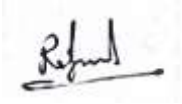

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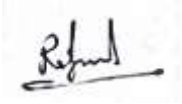

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Kurapati Jagadeeswar Reddy
Bharath University,
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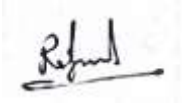

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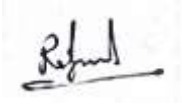

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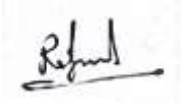

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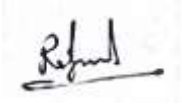

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Dated: 08-02-2023

Lavanya K
Bharath University,
Chennai – 600 073.

Sub: Appointment for the post of **Business Development Executive**.

This has reference to your application for employment and subsequent interview, the Management is pleased to appoint you as **Business Development Executive** on a salary of **Rs.2,80,000** per annum with effect from **15-05-2023.**

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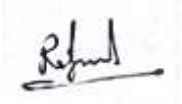
Kindly return one copy of this letter duly signed by you as a token of your acceptance of our offer.

For Health Watch



General Manager-HR

Dated: 08-02-2023

Mariya Banu Sri A R
Bharath University,
Chennai – 600 073.

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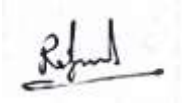

General Manager-HR

Dated: 08-02-2023

Nandini Iyyanar A I
Bharath University,
Chennai – 600 073.

Sub: Appointment for the post of **Business Development Executive**.

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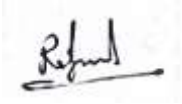

General Manager-HR

HEALTH WATCH

Dated: 08-02-2023

Nikhil Roy Anthony
Bharath University,
Chennai – 600 073.

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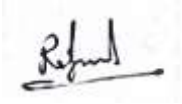

General Manager-HR

HEALTH WATCH

Dated: 08-02-2023

Nune Sarath Kumar
Bharath University,
Chennai – 600 073.

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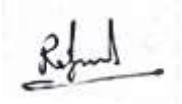

General Manager-HR

HEALTH WATCH

Dated: 08-02-2023

Papani Anushu
Bharath University,
Chennai – 600 073.

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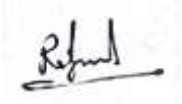

General Manager-HR

HEALTH WATCH

Dated: 08-02-2023

Priyanka
Bharath University,
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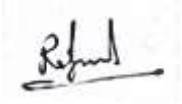

General Manager-HR

Dated: 08-02-2023

Afrah Naaz Ayaz
Bharath University,
Chennai – 600 073.

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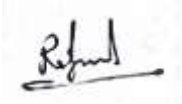

General Manager-HR

HEALTH WATCH

Dated: 08-02-2023

M Joseph
Bharath University,
Chennai – 600 073.

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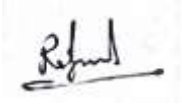

General Manager-HR

Dated: 08-02-2023

Kamera Siddartha Kamera
Bharath University,
Chennai – 600 073.

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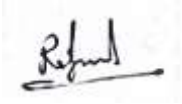

General Manager-HR

HEALTH WATCH

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Lingareddy Jaswanth Reddy
Bharath University,
Chennai – 600 073.

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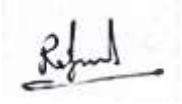

General Manager-HR

Dated: 08-02-2023

Manoj A T
Bharath University,
Chennai – 600 073.

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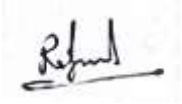

General Manager-HR

HEALTH WATCH

Date: 19th Of September 2022
Subject : Letter of Internship

HERODY

*Dear **Sayyad Sameer,***
Congratulations! It is our pleasure to inform you that you have been selected for a "6" month Internship with Herody.

Function: Software Developer Intern[Live Internship]
Position: Software Developer Intern

Start Date: On 19th Of September 2022

The following terms & conditions shall apply to you:

1. You shall not, during your internship or thereafter, use or disclose to others any written or oral confidential information related to the business of the Company, obtained by you during your training with the Company and which is demanded by the company as confidential.
2. You shall not publish your Research / Project report about the company in any form in the media or any other social media platform. However, you can use it for academic purposes by taking prior permission.
3. You have to complete the technical tasks provided to you in a span of six months.
4. The internship completion certificate & Stipend will be INR 15000.
5. It's mandatory to remain active for 6 months.
6. You shall adhere to all company rules, regulations,policies etc. and failure to adhere to the same shall lead to termination of the internship with immediate effect.
7. The company may at any time in its sole discretion, terminate the internship in case of any malpractice, misbehaviour or misconduct during the internship.
8. You are requested to signify your acceptance of the terms & conditions in the email.

We look forward to your joining and wish you very best for your performance.

Rajdeep Sinha

Rajdeep Sinha
CEO, Herody

A : Herody
(A Unit of Jaketa Media & Entertainment Private Limited)
#39, Second Floor, NGEF Lane, Indiranagar, Bangalore-560038(India)
E : raj@herody.in
W : https://herody.in/

Date: 19th Of September 2022
Subject : Letter of Internship

HERODY

Dear ***Chinthalapally Abhinash Reddy,***
Congratulations! It is our pleasure to inform you that you have been selected for a "6" month Internship with Herody.

Function: Software Developer Intern[Live Internship]
Position: Software Developer Intern

Start Date: On 19th Of September 2022

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(A Unit of Jaketa Media & Entertainment Private Limited)
#39, Second Floor, NGEF Lane, Indiranagar, Bangalore-560038(India)

E : raj@herody.in

W : https://herody.in/

Date: 19th Of September 2022
Subject : Letter of Internship

HERODY

*Dear **Deepala Jyoshna Rani,***
Congratulations! It is our pleasure to inform you that you have been selected for a "6" month Internship with Herody.

Function: Software Developer Intern[Live Internship]
Position: Software Developer Intern

Start Date: On 19th Of September 2022

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E : raj@herody.in

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Letter of Intent

November 24, 2022
R Rakesh Kumar
Bharath Institute of Higher Education and Research, Chennai

Dear **R Rakesh Kumar,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Ravula Vijender
Bharath Institute of Higher Education and Research, Chennai

Dear **Ravula Vijender,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Shaik Mohammed Mansoor Ali
Bharath Institute of Higher Education and Research, Chennai

Dear **Shaik Mohammed Mansoor Ali,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Shruthi R
Bharath Institute of Higher Education and Research, Chennai

Dear **Shruthi R,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Thanish K
Bharath Institute of Higher Education and Research, Chennai

Dear **Thanish K,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Bhupathi Nagateja
Bharath Institute of Higher Education and Research, Chennai

Dear **Bhupathi Nagateja,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Byreddy Shashi Varun
Bharath Institute of Higher Education and Research, Chennai

Dear **Byreddy Shashi Varun,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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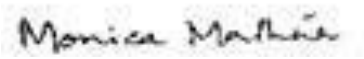

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Chouduru Subramanya Sai Vijithendra
Bharath Institute of Higher Education and Research, Chennai

Dear **Chouduru Subramanya Sai Vijithendra,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Gokula Krishna Dhulipudi
Bharath Institute of Higher Education and Research, Chennai

Dear **Gokula Krishna Dhulipudi,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Kamma Lakshmi Narayana
Bharath Institute of Higher Education and Research, Chennai

Dear **Kamma Lakshmi Narayana,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Gangisetti Indrani
Bharath Institute of Higher Education and Research, Chennai

Dear **Gangisetti Indrani,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Saichakra Gunda
Bharath Institute of Higher Education and Research, Chennai

Dear **Saichakra Gunda,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Kritik Raj Soni
Bharath Institute of Higher Education and Research, Chennai

Dear **Kritik Raj Soni,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Letter of Intent

November 24, 2022
Nagasairam Betu
Bharath Institute of Higher Education and Research, Chennai

Dear **Nagasairam Betu,**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

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Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

03rd-March-2023

Nakka Nvvsssrk Subrahmanyam
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Subrahmanyam,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

You are requested to bring the following documents at the time of joining:

a) Letter of relieving from previous organization and experience letter from the previous employer.

b) A consolidated salary of **CTC: 2.68 LPA** will be given.

c) Last salary slip & a copy of salary certificate / Form 16 / Form 12B

d) Photocopy of your educational and professional certificates

e) Photocopy of your 12th Standard certificate

f) Copy of age proof certificate (10th Standard Certificate – Date of Birth)

g) Eight latest passport size coloured photographs

h) A copy of your valid passport & PAN card

i) Copy of address proof i.e driving license, ration card, telephone / electricity bill, voters ID, bank account statements

The detailed appointment letter will be issued to you at the time of joining.

You are requested to join duty by **06th-March-2023** at the below mentioned address and report to HR department at 09.00a.m. Please sign the duplicate copy of the same as a token of your acceptance.

We Welcome you to the IGT Family & wish you all success.

Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Narapareddy Renukasai
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Narapareddy Renukasai,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

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Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Naveen Kumar R
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Naveen Kumar,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

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Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Venkatesh Pamula
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Venkatesh Pamula,

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For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Pathan Baba Vali
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Pathan Baba Vali,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

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Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Patil Shivshankar Bajrang
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Patil Shivshankar Bajrang,

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Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Peddi Bhargav
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Peddi Bhargav,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

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Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

P Subba Reddy
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear P Subba Reddy,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

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Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

R Prashanna Vishal
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear R Prashanna Vishal,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

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Vice President – Human Resources

03rd-March-2023

Umar
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Umar,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

You are requested to bring the following documents at the time of joining:

a) Letter of relieving from previous organization and experience letter from the previous employer.

b) A consolidated salary of **CTC: 2.68 LPA** will be given.

c) Last salary slip & a copy of salary certificate / Form 16 / Form 12B

d) Photocopy of your educational and professional certificates

e) Photocopy of your 12th Standard certificate

f) Copy of age proof certificate (10th Standard Certificate – Date of Birth)

g) Eight latest passport size coloured photographs

h) A copy of your valid passport & PAN card

i) Copy of address proof i.e driving license, ration card, telephone / electricity bill, voters ID, bank account statements

The detailed appointment letter will be issued to you at the time of joining.

You are requested to join duty by **06th-March-2023** at the below mentioned address and report to HR department at 09.00a.m. Please sign the duplicate copy of the same as a token of your acceptance.

We Welcome you to the IGT Family & wish you all success.

Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Gnana Prasannambika
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Gnana Prasannambika,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

You are requested to bring the following documents at the time of joining:

a) Letter of relieving from previous organization and experience letter from the previous employer.

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We Welcome you to the IGT Family & wish you all success.

Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Kareena Chandini S
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Kareena Chandini,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

You are requested to bring the following documents at the time of joining:

a) Letter of relieving from previous organization and experience letter from the previous employer.

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We Welcome you to the IGT Family & wish you all success.

Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Kaviyachelvan S
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Kaviyachelvan,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

You are requested to bring the following documents at the time of joining:

a) Letter of relieving from previous organization and experience letter from the previous employer.

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We Welcome you to the IGT Family & wish you all success.

Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

M R Kirubhakaran
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Kirubhakaran,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

You are requested to bring the following documents at the time of joining:

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b) A consolidated salary of **CTC: 2.68 LPA** will be given.

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We Welcome you to the IGT Family & wish you all success.

Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Mohamed Akbar Hussain T A
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Mohamed Akbar Hussain,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

You are requested to bring the following documents at the time of joining:

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b) A consolidated salary of **CTC: 2.68 LPA** will be given.

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We Welcome you to the IGT Family & wish you all success.

Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Muthuvel R
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Muthuvel,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

You are requested to bring the following documents at the time of joining:

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We Welcome you to the IGT Family & wish you all success.

Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Yashwanth Reddy Nareddy
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Yashwanth Reddy Nareddy,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

You are requested to bring the following documents at the time of joining:

a) Letter of relieving from previous organization and experience letter from the previous employer.

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We Welcome you to the IGT Family & wish you all success.

Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

03rd-March-2023

Sahil Deepak Borse
Bharath Institute of Higher Education and Research
Tambaram, Chennai – 600 073

OFFER LETTER

Dear Sahil Deepak Borse,

Please refer to your application for your suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position **Trainee Process Associate** in our organization on the terms and conditions agreed.

You are requested to bring the following documents at the time of joining:

a) Letter of relieving from previous organization and experience letter from the previous employer.

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We Welcome you to the IGT Family & wish you all success.

Thanking you,

Yours Sincerely,

For **Interglobe Technologies Pvt. Ltd.**

Vice President – Human Resources

To,

Ref: In22/Ad/02/2022

P Kishore Kumar, (Roll NO: P21BA033)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **P Kishore Kumar,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

1. Your stipend will be 8000/- per month.
2. CTC of Rs.5,00,000/- per annum
3. Base Location will be Chennai
4. Joining date :15-NOV-2022
5. End date :15-MAY-2023
6. You are required to submit all your documents (copies) of
    a. Aadhar/Driving License (Address proof with photograph), Pan card copy, Education qualifications, and bonafide certificate letter from your college.

Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Anjoe Joshy Kattukaren, (Roll NO: P21BA003)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Anjoe Joshy Kattukaren,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

1. Your stipend will be 8000/- per month.
2. CTC of Rs.5,00,000/- per annum
3. Base Location will be Chennai
4. Joining date :15-NOV-2022
5. End date :15-MAY-2023
6. You are required to submit all your documents (copies) of
    a. Aadhar/Driving License (Address proof with photograph), Pan card copy, Education qualifications, and bonafide certificate letter from your college.

Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Christudhas L, (Roll NO: P21BA012)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Christudhas L,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

1. Your stipend will be 8000/- per month.
2. CTC of Rs.5,00,000/- per annum
3. Base Location will be Chennai
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    a. Aadhar/Driving License (Address proof with photograph), Pan card copy, Education qualifications, and bonafide certificate letter from your college.

Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Deebak M, (Roll NO: P21BA013)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Deebak M,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

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3. Base Location will be Chennai
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    a. Aadhar/Driving License (Address proof with photograph), Pan card copy, Education qualifications, and bonafide certificate letter from your college.

Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Dinesh S, (Roll NO: P21BA016)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Dinesh S,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

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Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Emmanuel S, (Roll NO: P21BA017)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Emmanuel S,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

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Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Ganesh K, (Roll NO: P21BA018)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Ganesh K,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

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Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Jaya Prasanth R, (Roll NO: P21BA026)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Jaya Prasanth R,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

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    a. Aadhar/Driving License (Address proof with photograph), Pan card copy, Education qualifications, and bonafide certificate letter from your college.

Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Kalaisen S, (Roll NO: P21BA028)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Kalaisen S,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

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Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Kavitha M, (Roll NO: P21BA030)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Kavitha M,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

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3. Base Location will be Chennai
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Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Kirthana B, (Roll NO: P21BA032)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Kirthana B,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

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3. Base Location will be Chennai
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6. You are required to submit all your documents (copies) of
    a. Aadhar/Driving License (Address proof with photograph), Pan card copy, Education qualifications, and bonafide certificate letter from your college.

Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Kowsalya, (Roll NO: P21BA035)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Kowsalya,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

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3. Base Location will be Chennai
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    a. Aadhar/Driving License (Address proof with photograph), Pan card copy, Education qualifications, and bonafide certificate letter from your college.

Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Krishna Kumar Jha, (Roll NO: P21BA036)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Krishna Kumar Jha,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

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3. Base Location will be Chennai
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    a. Aadhar/Driving License (Address proof with photograph), Pan card copy, Education qualifications, and bonafide certificate letter from your college.

Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Laksha Prasad J, (Roll NO: P21BA037)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Laksha Prasad J,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

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3. Base Location will be Chennai
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Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Madhanesh P, (Roll NO: P21BA040)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Madhanesh P,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

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    a. Aadhar/Driving License (Address proof with photograph), Pan card copy, Education qualifications, and bonafide certificate letter from your college.

Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Mahdhia Begum N, (Roll NO: P21BA041)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Mahdhia Begum N,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

1. Your stipend will be 8000/- per month.
2. CTC of Rs.5,00,000/- per annum
3. Base Location will be Chennai
4. Joining date :15-NOV-2022
5. End date :15-MAY-2023
6. You are required to submit all your documents (copies) of
    a. Aadhar/Driving License (Address proof with photograph), Pan card copy, Education qualifications, and bonafide certificate letter from your college.

Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Mani D, (Roll NO: P21BA042)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Mani D,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

1. Your stipend will be 8000/- per month.
2. CTC of Rs.5,00,000/- per annum
3. Base Location will be Chennai
4. Joining date :15-NOV-2022
5. End date :15-MAY-2023
6. You are required to submit all your documents (copies) of
    a. Aadhar/Driving License (Address proof with photograph), Pan card copy, Education qualifications, and bonafide certificate letter from your college.

Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

S H Mohamed Esaah, (Roll NO: P21BA044)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **S H Mohamed Esaah,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

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2. CTC of Rs.5,00,000/- per annum
3. Base Location will be Chennai
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    a. Aadhar/Driving License (Address proof with photograph), Pan card copy, Education qualifications, and bonafide certificate letter from your college.

Your internship offer will be confirmed, upon receipt and validation of the documents as mentioned.

Sincerely

Pavithra, Manager -HRD

To,

Ref: In22/Ad/02/2022

Mohamed Riaz T, (Roll NO: P21BA045)
Bharat institute of higher education and research.
Selaiyur, Tambaram,
Chennai - 600073

Date: 15-11-2022

SUB: Offer Letter

Dear **Mohamed Riaz T,**

With reference to your interest to undergo Intern Cum placement drive with us and subsequent Interview, we are pleased to extend our offer of internship with the following terms.

Position: social media management intern.

The terms and conditions of the internship offer letter will be:

1. Your stipend will be 8000/- per month.
2. CTC of Rs.5,00,000/- per annum
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Sincerely

Pavithra, Manager -HRD

IntelliPaat
Software Solutions Pvt. Ltd.

AMR TechPark 3,Ground Floor TowerB, Hongasandra Village, Bommanahalli, Hosur Road, Bangalore -560068
(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Poojitha Pachava

Subject: Offer Letter

Dear Poojitha Pachava,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is **6** days a week.
- Your first month's salary will be dispersed along with your **4th** month's salary.
- During this Internship, you are eligible to get up to Rs **200,000**/- as an incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, the Pre-Placement Offer will be released before the completion of your internship at Intellipaat.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve **30** days of notice period without fail, or else the management of Intellipaat can hold your salary/ experience letter / relieving letter/ any background verification in the future.
- Minimum working duration must be 9 hours including a one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be Rs **900,000** INR.
- No examination preparatory leaves will be provided during this period
- If the college/university exams are pending then you are allowed to take leaves for exams and for applying for the same you need to get the letter from your TPO with examination dates and get it approved by your manager.

Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

IntelliPaat
Software Solutions Pvt. Ltd.

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(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Kallimakula Charitha

Subject: Offer Letter

Dear Kallimakula Charitha,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

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(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Bandari Sai Krishna

Subject: Offer Letter

Dear Bandari Sai Krishna,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

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(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Bandi Rama Krishna

Subject: Offer Letter

Dear Bandi Rama Krishna,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

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(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Yaswanth Bandi

Subject: Offer Letter

Dear Yaswanth Bandi,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

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(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Bandishula Mahaboob Basha

Subject: Offer Letter

Dear Bandishula Mahaboob Basha,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

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(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Kondaiah Basireddy

Subject: Offer Letter

Dear Kondaiah Basireddy,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

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Software Solutions Pvt. Ltd.

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(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Bavanasi Sai Rahul Kumar

Subject: Offer Letter

Dear Bavanasi Sai Rahul Kumar,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

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(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Bayanaboyina Suman Kalyan

Subject: Offer Letter

Dear Bayanaboyina Suman Kalyan,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Dewaker Singh Bisht
Director – Human Resources

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(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Amarnath Bedudhuru

Subject: Offer Letter

Dear Amarnath Bedudhuru,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Dewaker Singh Bisht
Director – Human Resources

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(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Bellamkonda Teja

Subject: Offer Letter

Dear Bellamkonda Teja,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Dewaker Singh Bisht
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To

Date: 07th December, 2022

S L V N Rama Narayana Bhavirisetty

Subject: Offer Letter

Dear S L V N Rama Narayana Bhavirisetty,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

IntelliPaat
Software Solutions Pvt. Ltd.

AMR TechPark 3,Ground Floor TowerB, Hongasandra Village, Bommanahalli, Hosur Road, Bangalore -560068
(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Binamoni Mallesh

Subject: Offer Letter

Dear Binamoni Mallesh,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Biyyala Venkata Bharath

Subject: Offer Letter

Dear Biyyala Venkata Bharath,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To **Date: 07th December, 2022**

Veera Venkata Appala Narasimha Rao Boddeti

Subject: Offer Letter

Dear Veera Venkata Appala Narasimha Rao Boddeti,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Sumanth Bodepudi

Subject: Offer Letter

Dear Sumanth Bodepudi,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To **Date: 07th December, 2022**

Bogani Venkata Prashanth

Subject: Offer Letter

Dear Bogani Venkata Prashanth,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Bojja Rajesh Babu

Subject: Offer Letter

Dear Bojja Rajesh Babu,

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To

Date: 07th December, 2022

Bondada Vardhan

Subject: Offer Letter

Dear Bondada Vardhan,

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To

Date: 07th December, 2022

Bonu Sekhar Sandeep

Subject: Offer Letter

Dear Bonu Sekhar Sandeep,

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To

Date: 07th December, 2022

Challa Ajay Kumar

Subject: Offer Letter

Dear Challa Ajay Kumar,

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To

Date: 07th December, 2022

K Chandu

Subject: Offer Letter

Dear K Chandu,

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To

Date: 07th December, 2022

Sravan Chappidi

Subject: Offer Letter

Dear Sravan Chappidi,

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To

Date: 07th December, 2022

Chennupati Venkata Bhanuprasad

Subject: Offer Letter

Dear Chennupati Venkata Bhanuprasad,

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To

Date: 07th December, 2022

Chikle Aniketh

Subject: Offer Letter

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Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

IntelliPaat
Software Solutions Pvt. Ltd.

AMR TechPark 3,Ground Floor TowerB, Hongasandra Village, Bommanahalli, Hosur Road, Bangalore -560068
(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Chilabandla Hari Babu

Subject: Offer Letter

Dear Chilabandla Hari Babu,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Rudra Nadh Chinnam

Subject: Offer Letter

Dear Rudra Nadh Chinnam,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Bhargava Siva Kumar Reddy

Subject: Offer Letter

Dear Bhargava Siva Kumar Reddy,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Chinthala Prathap Reddy

Subject: Offer Letter

Dear Chinthala Prathap Reddy,

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To

Date: 07th December, 2022

Vinay Kumar

Subject: Offer Letter

Dear Vinay Kumar,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Chongtham Nepholar Singh

Subject: Offer Letter

Dear Chongtham Nepholar Singh,

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To

Date: 07th December, 2022

Chunchu Yeswanth Chowdary

Subject: Offer Letter

Dear Chunchu Yeswanth Chowdary,

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To

Dasari Y

Date: 07th December, 2022

Subject: Offer Letter

Dear Dasari Y,

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To

Date: 07th December, 2022

Dasari Suneel

Subject: Offer Letter

Dear Dasari Suneel,

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To **Date: 07th December, 2022**

Dendukuri Lakshmi Narayana Raju

Subject: Offer Letter

Dear Dendukuri Lakshmi Narayana Raju,

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To

Date: 07th December, 2022

Devineni Revanth Kumar

Subject: Offer Letter

Dear Devineni Revanth Kumar,

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To **Date: 07th December, 2022**

Prathyush Reddy Dodda

Subject: Offer Letter

Dear Prathyush Reddy Dodda,

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To

Date: 07th December, 2022

Sai Vardhan Dubba

Subject: Offer Letter

Dear Sai Vardhan Dubba,

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Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

IntelliPaat
Software Solutions Pvt. Ltd.

AMR TechPark 3,Ground Floor TowerB, Hongasandra Village, Bommanahalli, Hosur Road, Bangalore -560068
(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Dudekula Mabu Ramjan

Subject: Offer Letter

Dear Dudekula Mabu Ramjan,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Dudekula Pavan

Subject: Offer Letter

Dear Dudekula Pavan,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Manoj Dudikatla

Subject: Offer Letter

Dear Manoj Dudikatla,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Durga Prasad Reddy

Subject: Offer Letter

Dear Durga Prasad Reddy,

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To

Date: 07th December, 2022

Eragamreddy Veera Kishore Reddy

Subject: Offer Letter

Dear Eragamreddy Veera Kishore Reddy,

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To

Date: 07th December, 2022

Eraveni Yaswanth

Subject: Offer Letter

Dear Eraveni Yaswanth,

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To

Date: 07th December, 2022

Gadey Yasaswi Kamala Vaishnavi

Subject: Offer Letter

Dear Gadey Yasaswi Kamala Vaishnavi,

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(M):+917022374614.
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To

Date: 07th December, 2022

Gajula Pavan Kumar

Subject: Offer Letter

Dear Gajula Pavan Kumar,

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To

Date: 07th December, 2022

Gajula Sri Ranganath

Subject: Offer Letter

Dear Gajula Sri Ranganath,

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To

Date: 07th December, 2022

Gangavarapu Mahesh

Subject: Offer Letter

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To

Date: 07th December, 2022

Gangavarapu Venkatesh

Subject: Offer Letter

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To

Date: 07th December, 2022

Gasagani Nikith

Subject: Offer Letter

Dear Gasagani Nikith,

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To

Date: 07th December, 2022

Venkata Sai Siva Kumar Gatta

Subject: Offer Letter

Dear Venkata Sai Siva Kumar Gatta,

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Software Solutions Pvt. Ltd.

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(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Revanth Gembali

Subject: Offer Letter

Dear Revanth Gembali,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

IntelliPaat
Software Solutions Pvt. Ltd.

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(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Varun Kumar Reddy Gona

Subject: Offer Letter

Dear Varun Kumar Reddy Gona,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Naresh Gonela

Subject: Offer Letter

Dear Naresh Gonela,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Nikhil Gorantla

Subject: Offer Letter

Dear Nikhil Gorantla,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Director – Human Resources

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To

Date: 07th December, 2022

Lavanya Sushma Gorijala

Subject: Offer Letter

Dear Lavanya Sushma Gorijala,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Dewaker Singh Bisht
Director – Human Resources

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To

Date: 07th December, 2022

Ashok Kumar Gottipati

Subject: Offer Letter

Dear Ashok Kumar Gottipati,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Mahesh Guggilla

Subject: Offer Letter

Dear Mahesh Guggilla,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Venkateswar Reddy Gurrala

Subject: Offer Letter

Dear Venkateswar Reddy Gurrala,

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To

Date: 07th December, 2022

Gurujapelly Sridhar Rao

Subject: Offer Letter

Dear Gurujapelly Sridhar Rao,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Kavyabhishek Inkollu

Subject: Offer Letter

Dear Kavyabhishek Inkollu,

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To

Date: 07th December, 2022

Sunitha Jangili

Subject: Offer Letter

Dear Sunitha Jangili,

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To

Date: 07th December, 2022

Vijay Sai Sudheer Jonnalagadda

Subject: Offer Letter

Dear Vijay Sai Sudheer Jonnalagadda,

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To **Date: 07th December, 2022**

Kadiri Manoj Kumar Reddy

Subject: Offer Letter

Dear Kadiri Manoj Kumar Reddy,

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To

Date: 07th December, 2022

Kambhampati Gnaneswar

Subject: Offer Letter

Dear Kambhampati Gnaneswar,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

IntelliPaat
Software Solutions Pvt. Ltd.

AMR TechPark 3,Ground Floor TowerB, Hongasandra Village, Bommanahalli, Hosur Road, Bangalore -560068
(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Anwar Kandagula

Subject: Offer Letter

Dear Anwar Kandagula,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Kandikatla Joshua Sahai

Subject: Offer Letter

Dear Kandikatla Joshua Sahai,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Kandula Lokesh

Subject: Offer Letter

Dear Kandula Lokesh,

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To

Date: 07th December, 2022

Mahesh Kandula

Subject: Offer Letter

Dear Mahesh Kandula,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Veerendra Babu Kapa

Subject: Offer Letter

Dear Veerendra Babu Kapa,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Karnati Varaprasad

Subject: Offer Letter

Dear Karnati Varaprasad,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Karthick Raja

Subject: Offer Letter

Dear Karthick Raja,

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To

Date: 07th December, 2022

Kasam Shetty Dinesh Kumar

Subject: Offer Letter

Dear Kasam Shetty Dinesh Kumar,

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To

Date: 07th December, 2022

Kasina Jaya Nikhil

Subject: Offer Letter

Dear Kasina Jaya Nikhil,

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To

Date: 07th December, 2022

Kasukurthi Madhan Kumar

Subject: Offer Letter

Dear Kasukurthi Madhan Kumar,

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To

Date: 07th December, 2022

Sumanth Katepalli

Subject: Offer Letter

Dear Sumanth Katepalli,

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To

Date: 07th December, 2022

Meghana Katragadda

Subject: Offer Letter

Dear Meghana Katragadda,

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To

Date: 07th December, 2022

Abhishek Kattamuri

Subject: Offer Letter

Dear Abhishek Kattamuri,

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Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

IntelliPaat
Software Solutions Pvt. Ltd.

AMR TechPark 3,Ground Floor TowerB, Hongasandra Village, Bommanahalli, Hosur Road, Bangalore -560068
(M):+917022374614.
www.intellipaat.com

To **Date: 07th December, 2022**

Kavuluri Abhishek Kumar Reddy

Subject: Offer Letter

Dear Kavuluri Abhishek Kumar Reddy,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Keetha Deepak Deepk

Subject: Offer Letter

Dear Keetha Deepak Deepk,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Kocherla Sai Siva Sankar

Subject: Offer Letter

Dear Kocherla Sai Siva Sankar,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Kodari Sai Charan

Subject: Offer Letter

Dear Kodari Sai Charan,

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To

Date: 07th December, 2022

K Aswanth

Subject: Offer Letter

Dear K Aswanth,

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To

Date: 07th December, 2022

Karthikeya Pondugula

Subject: Offer Letter

Dear Karthikeya Pondugula,

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To

Date: 07th December, 2022

Ganta Deepak

Subject: Offer Letter

Dear Ganta Deepak,

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To

Date: 07th December, 2022

Anagani Harshavardhan

Subject: Offer Letter

Dear Anagani Harshavardhan,

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To

Date: 07th December, 2022

Thanneeru Rampriyatham Chowdary

Subject: Offer Letter

Dear Thanneeru Rampriyatham Chowdary,

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To **Date: 07th December, 2022**

Thatiparthi Pavan Kalyan Reddy

Subject: Offer Letter

Dear Thatiparthi Pavan Kalyan Reddy,

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To

Date: 07th December, 2022

Thirumal Reddy Nithin Kumar Reddy

Subject: Offer Letter

Dear Thirumal Reddy Nithin Kumar Reddy,

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To

Date: 07th December, 2022

Thirumalaivasan R

Subject: Offer Letter

Dear Thirumalaivasan R,

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To

Date: 07th December, 2022

Thota Dinesh

Subject: Offer Letter

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Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

IntelliPaat
Software Solutions Pvt. Ltd.

AMR TechPark 3,Ground Floor TowerB, Hongasandra Village, Bommanahalli, Hosur Road, Bangalore -560068
(M):+917022374614.
www.intellipaat.com

To

Thota Hemanth

Date: 07th December, 2022

Subject: Offer Letter

Dear Thota Hemanth,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Tirumalasetti Pavan Sai

Subject: Offer Letter

Dear Tirumalasetti Pavan Sai,

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To

Date: 07th December, 2022

Yaswanth Togarana

Subject: Offer Letter

Dear Yaswanth Togarana,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

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To

Date: 07th December, 2022

Tummala Anjan Mahesh Babu

Subject: Offer Letter

Dear Tummala Anjan Mahesh Babu,

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To

Date: 07th December, 2022

Tungala Tejosai

Subject: Offer Letter

Dear Tungala Tejosai,

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To

Date: 07th December, 2022

Undra Vamsi Krishna

Subject: Offer Letter

Dear Undra Vamsi Krishna,

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To

Uppu Satish

Date: 07th December, 2022

Subject: Offer Letter

Dear Uppu Satish,

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To

Date: 07th December, 2022

Vaddelli Srija

Subject: Offer Letter

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To

Date: 07th December, 2022

Sai Bhargav Vadla

Subject: Offer Letter

Dear Sai Bhargav Vadla,

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To

Date: 07th December, 2022

Vadla Shravan Kumar

Subject: Offer Letter

Dear Vadla Shravan Kumar,

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To

Date: 07th December, 2022

V Venkat Jayanth Achari

Subject: Offer Letter

Dear V Venkat Jayanth Achari,

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To

Date: 07th December, 2022

Sai Kiran Vadlakonda

Subject: Offer Letter

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To

Date: 07th December, 2022

Vadlamudi Mahesh

Subject: Offer Letter

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- If the college/university exams are pending then you are allowed to take leaves for exams and for applying for the same you need to get the letter from your TPO with examination dates and get it approved by your manager.

Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

IntelliPaat
Software Solutions Pvt. Ltd.

AMR TechPark 3,Ground Floor TowerB, Hongasandra Village, Bommanahalli, Hosur Road, Bangalore -560068
(M):+917022374614.
www.intellipaat.com

To

Date: 07th December, 2022

Vakkalagadda Bhargavi Chowdary

Subject: Offer Letter

Dear Vakkalagadda Bhargavi Chowdary,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **16th January,2023** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is **6** days a week.
- Your first month's salary will be dispersed along with your **4th** month's salary.
- During this Internship, you are eligible to get up to Rs **200,000**/- as an incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, the Pre-Placement Offer will be released before the completion of your internship at Intellipaat.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve **30** days of notice period without fail, or else the management of Intellipaat can hold your salary/ experience letter / relieving letter/ any background verification in the future.
- Minimum working duration must be 9 hours including a one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be Rs **900,000** INR.
- No examination preparatory leaves will be provided during this period
- If the college/university exams are pending then you are allowed to take leaves for exams and for applying for the same you need to get the letter from your TPO with examination dates and get it approved by your manager.

Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited

Dewaker Singh Bisht
Director – Human Resources

REF: ISLS-AL-CH-2023-10 28-Jan-2023

Mr/Ms. Chelluboina Charan Sai Venkat,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chelluboina Charan Sai Venkat,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
2. Your internship will be converted into a permanent employment in a better salary structure with all other benefits once you complete your degree and after submitting the relevant documents.
3. During this period, you will be paid **INR 20,000 per month as a consolidated payment.**
4. The validity of this Internship letter is subject to your Background Verification and/or Reference Check being satisfactory.
5. You will be reporting directly to **Mrs. Geetha**.
6. Your location of work is in our corporate office in Anna Nagar, Chennai.
7. You will be on probation for a period of one year from your date of joining which may be extended further as deemed necessary by the management. You will be confirmed on the completion of your probation period.
8. During your internship with the organization, you will be liable to be transferred or deputed to any of our branch offices or client locations of **iSpark Learning Solutions Pvt Ltd** on the same conditions of the internship.
9. During your internship with the organization, based on your performance and the business needs of the organization, your roles and responsibilities that shall include your position and designation are subject to change and the final decision regarding the same will be at the discretion of the management.

1. You will be governed by the rules and regulations of the organization, and as amended from time to time.
2. Your internship is terminable by either party by giving 30 days' notice period. However, the organization at its discretion may terminate you even before the above said notice period without giving any reason thereof. The organization reserves the right to pay or recover salary in lieu of notice period.
3. In case any information furnished by you to the organization proves to be false or you have withheld some other relevant information, the organization has the right to terminate you immediately from the services without giving any notice thereof.
4. You are required not to disclose regarding your remuneration or terms of your internship to any other employee of the organization except your immediate supervisor and any breach of this will lead to your internship termination with immediate effect notwithstanding any other terms mentioned in this offer letter.
5. You are required not to disclose any of the organization related information in any form to anyone not employed by the organization and infringement of the same will lead to your internship termination with immediate effect notwithstanding any other terms mentioned in the Internship letter.
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7. You are required to deal with organization's property with honesty and utmost care. If you are found guilty, your internship would be terminated with immediate effect notwithstanding any other terms mentioned in the Internship letter.
8. In case of any dispute or difference arising out of or in connection with your internship with the organization and/or this appointment shall be subject to the jurisdiction of the appropriate courts at Chennai only.
9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

Welcome you to be part of **iSpark Learning Solutions Pvt Ltd** 's Family.

P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chelluboina Charan Sai Venkat

Date : 16-02-2023

REF: ISLS-AL-CH-2023-11 28-Jan-2023

Mr/Ms. Chenna Lokhsai Goud,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chenna Lokhsai Goud,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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3. During this period, you will be paid **INR 20,000 per month as a consolidated payment.**
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9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

Welcome you to be part of **iSpark Learning Solutions Pvt Ltd** 's Family.

P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chenna Lokhsai Goud

Date : 16-02-2023

REF: ISLS-AL-CH-2023-12 28-Jan-2023

Mr/Ms. Uma Varun Cherukuri,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Uma Varun Cherukuri,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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5. You will be reporting directly to **Mrs. Geetha**.
6. Your location of work is in our corporate office in Anna Nagar, Chennai.
7. You will be on probation for a period of one year from your date of joining which may be extended further as deemed necessary by the management. You will be confirmed on the completion of your probation period.
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9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

Welcome you to be part of **iSpark Learning Solutions Pvt Ltd** 's Family.

P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Uma Varun Cherukuri

Date : 16-02-2023

REF: ISLS-AL-CH-2023-13 28-Jan-2023

Mr/Ms. Chetti Anil,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chetti Anil,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

Welcome you to be part of **iSpark Learning Solutions Pvt Ltd** 's Family.

P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chetti Anil

Date : 16-02-2023

REF: ISLS-AL-CH-2023-14 28-Jan-2023

Mr/Ms. Chandrika Jyothi Chidipudi,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chandrika Jyothi Chidipudi,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

Welcome you to be part of **iSpark Learning Solutions Pvt Ltd** 's Family.

P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chandrika Jyothi Chidipudi

Date : 16-02-2023

REF: ISLS-AL-CH-2023-15 28-Jan-2023

Mr/Ms. Chilakala Raja Sekhar Reddy,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chilakala Raja Sekhar Reddy,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

Welcome you to be part of **iSpark Learning Solutions Pvt Ltd** 's Family.

P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chilakala Raja Sekhar Reddy

Date : 16-02-2023

REF: ISLS-AL-CH-2023-16 28-Jan-2023

Mr/Ms. Rohith Chiloji,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Rohith Chiloji,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

Welcome you to be part of **iSpark Learning Solutions Pvt Ltd** 's Family.

P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Rohith Chiloji

Date : 16-02-2023

REF: ISLS-AL-CH-2023-17 28-Jan-2023

Mr/Ms. Chinagouni Pavan Kumar Reddy,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chinagouni Pavan Kumar Reddy,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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8. In case of any dispute or difference arising out of or in connection with your internship with the organization and/or this appointment shall be subject to the jurisdiction of the appropriate courts at Chennai only.
9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

Welcome you to be part of **iSpark Learning Solutions Pvt Ltd** 's Family.

P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chinagouni Pavan Kumar Reddy

Date : 16-02-2023

REF: ISLS-AL-CH-2023-18 28-Jan-2023

Mr/Ms. Chinnabattini Abhinay,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chinnabattini Abhinay,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
2. Your internship will be converted into a permanent employment in a better salary structure with all other benefits once you complete your degree and after submitting the relevant documents.
3. During this period, you will be paid **INR 20,000 per month as a consolidated payment.**
4. The validity of this Internship letter is subject to your Background Verification and/or Reference Check being satisfactory.
5. You will be reporting directly to **Mrs. Geetha**.
6. Your location of work is in our corporate office in Anna Nagar, Chennai.
7. You will be on probation for a period of one year from your date of joining which may be extended further as deemed necessary by the management. You will be confirmed on the completion of your probation period.
8. During your internship with the organization, you will be liable to be transferred or deputed to any of our branch offices or client locations of **iSpark Learning Solutions Pvt Ltd** on the same conditions of the internship.
9. During your internship with the organization, based on your performance and the business needs of the organization, your roles and responsibilities that shall include your position and designation are subject to change and the final decision regarding the same will be at the discretion of the management.

1. You will be governed by the rules and regulations of the organization, and as amended from time to time.
2. Your internship is terminable by either party by giving 30 days' notice period. However, the organization at its discretion may terminate you even before the above said notice period without giving any reason thereof. The organization reserves the right to pay or recover salary in lieu of notice period.
3. In case any information furnished by you to the organization proves to be false or you have withheld some other relevant information, the organization has the right to terminate you immediately from the services without giving any notice thereof.
4. You are required not to disclose regarding your remuneration or terms of your internship to any other employee of the organization except your immediate supervisor and any breach of this will lead to your internship termination with immediate effect notwithstanding any other terms mentioned in this offer letter.
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9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

Welcome you to be part of **iSpark Learning Solutions Pvt Ltd** 's Family.

P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chinnabattini Abhinay

Date : 16-02-2023

REF: ISLS-AL-CH-2023-19 28-Jan-2023

Mr/Ms. Chinthala Sai Charan,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chinthala Sai Charan,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chinthala Sai Charan

Date : 16-02-2023

REF: ISLS-AL-CH-2023-20 28-Jan-2023

Mr/Ms. Chintham Akhil,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chintham Akhil,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chintham Akhil

Date : 16-02-2023

REF: ISLS-AL-CH-2023-21 28-Jan-2023

Mr/Ms. Naveen Reddy Chinthaparthi,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Naveen Reddy Chinthaparthi,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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4. The validity of this Internship letter is subject to your Background Verification and/or Reference Check being satisfactory.
5. You will be reporting directly to **Mrs. Geetha**.
6. Your location of work is in our corporate office in Anna Nagar, Chennai.
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9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Naveen Reddy Chinthaparthi

Date : 16-02-2023

REF: ISLS-AL-CH-2023-22 28-Jan-2023

Mr/Ms. Chinthapatla Bhanu Prakash,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chinthapatla Bhanu Prakash,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chinthapatla Bhanu Prakash

Date : 16-02-2023

REF: ISLS-AL-CH-2023-23 28-Jan-2023

Mr/Ms. Mounika Chinthati,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Mounika Chinthati,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Mounika Chinthati

Date : 16-02-2023

REF: ISLS-AL-CH-2023-24 28-Jan-2023

Mr/Ms. Chitamata Sainikhil,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chitamata Sainikhil,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chitamata Sainikhil

Date : 16-02-2023

REF: ISLS-AL-CH-2023-25 28-Jan-2023

Mr/Ms. Chitarikala Rakesh,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chitarikala Rakesh,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chitarikala Rakesh

Date : 16-02-2023

REF: ISLS-AL-CH-2023-26 28-Jan-2023

Mr/Ms. Chittipothula Akhil,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Chittipothula Akhil,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

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8. During your internship with the organization, you will be liable to be transferred or deputed to any of our branch offices or client locations of **iSpark Learning Solutions Pvt Ltd** on the same conditions of the internship.
9. During your internship with the organization, based on your performance and the business needs of the organization, your roles and responsibilities that shall include your position and designation are subject to change and the final decision regarding the same will be at the discretion of the management.

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3. In case any information furnished by you to the organization proves to be false or you have withheld some other relevant information, the organization has the right to terminate you immediately from the services without giving any notice thereof.
4. You are required not to disclose regarding your remuneration or terms of your internship to any other employee of the organization except your immediate supervisor and any breach of this will lead to your internship termination with immediate effect notwithstanding any other terms mentioned in this offer letter.
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8. In case of any dispute or difference arising out of or in connection with your internship with the organization and/or this appointment shall be subject to the jurisdiction of the appropriate courts at Chennai only.
9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

Welcome you to be part of **iSpark Learning Solutions Pvt Ltd** 's Family.

P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Chittipothula Akhil

Date : 16-02-2023

REF: ISLS-AL-CH-2023-27 28-Jan-2023

Mr/Ms. D Tejaswini Chowdhury,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **D Tejaswini Chowdhury,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
2. Your internship will be converted into a permanent employment in a better salary structure with all other benefits once you complete your degree and after submitting the relevant documents.
3. During this period, you will be paid **INR 20,000 per month as a consolidated payment.**
4. The validity of this Internship letter is subject to your Background Verification and/or Reference Check being satisfactory.
5. You will be reporting directly to **Mrs. Geetha**.
6. Your location of work is in our corporate office in Anna Nagar, Chennai.
7. You will be on probation for a period of one year from your date of joining which may be extended further as deemed necessary by the management. You will be confirmed on the completion of your probation period.
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9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : D Tejaswini Chowdhury

Date : 16-02-2023

REF: ISLS-AL-CH-2023-28 28-Jan-2023

Mr/Ms. Dandi Deepak,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Dandi Deepak,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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9. Please sign the duplicate copy of the Internship letter and submit to us as a token of your acceptance.

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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Dandi Deepak

Date : 16-02-2023

REF: ISLS-AL-CH-2023-29 28-Jan-2023

Mr/Ms. Dasri Isaiah Ramaswamy,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Dasri Isaiah Ramaswamy,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Dasri Isaiah Ramaswamy

Date : 16-02-2023

REF: ISLS-AL-CH-2023-30 28-Jan-2023

Mr/Ms. Dasari Nithin Aravindh,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Dasari Nithin Aravindh,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Dasari Nithin Aravindh

Date : 16-02-2023

REF: ISLS-AL-CH-2023-31 28-Jan-2023

Mr/Ms. Venkata Shashikumr Dasari,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Venkata Shashikumr Dasari,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Venkata Shashikumr Dasari

Date : 16-02-2023

REF: ISLS-AL-CH-2023-32 28-Jan-2023

Mr/Ms. Deepak Kumar,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **Deepak Kumar,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : Deepak Kumar

Date : 16-02-2023

REF: ISLS-AL-CH-2023-33 28-Jan-2023

Mr/Ms. J Devapaul,
Bharath Institute of Higher Education and Research,
Chennai - 600073.

Dear **J Devapaul,**

Congratulations. With reference to the position and the subsequent discussions you had with us, we are pleased to offer you an **internship in STEM division** with **iSpark Learning Solutions Pvt Ltd** at **Chennai** based on the following terms and conditions.

1. Your date of internship shall take effect from your date of joining with our organization. Your DOJ is mutually agreed to be ten days after receiving this confirmed internship letter.
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P H MOHANAMURTHY
Co-founder & CEO

Hereby, I accept and acknowledge the receipt of this Internship letter and will be joining on 16- 02-2023.

Signature :

Full Name : J Devapaul

Date : 16-02-2023

jaro education

18th March 2023

To,
Udhayashankar V S,

Dear **Udhayashankar V S,**

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

		(Amount in Rupees.)	
Particulars		**Per Month**	**Per Annum**
Basic Salary	:	19,500	2,34,000
House Rent Allowance	:	9,750	1,17,000
Transport Reimbursement	:	1,600	19,200
Telephone Reimbursement	:	500	6,000
Statutory Bonus (Paid Monthly)	:	1,630	19,560
Special Allowance	:	7,020	84,240
Total		**40,000**	**4,80,000**
Daily Travel Reimbursement	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000	1,20,000
Performance cum Continuity Bonus (Payable Half yearly based on the 100% achievement of targets for continued six months)	:	3,500	42,000
CTC: Six Lakhs Seventy Eight Thousand Only p.a.	**:**	**56,500**	**6,78,000**

Regards,
Jaro Education

Sushant Mallya
Vice President – Human Resource

I agree to the above and attached terms & conditions_____Dated_____

ANNEXURE
TERMS AND CONDITIONS

(1)

- You shall abide by all terms and conditions of service as shall be applicable from time to time.

- You will be on probation initially up to one year (365 working days); however, your probation period can be extended at the management discretion. You will continue to be on probation until such time till you receive the letter of confirmation.

- During the probation or after confirmation, the services may be terminated by either party giving thirty days' notice in writing or by giving thirty days salary in lieu of notice. Such notice shall not be deemed necessary in the case of termination of services on the grounds of poor performance, refusal to get relocated to any upcountry location as per the organization requirement, willful neglect or breach of trust, or any other serious derelictions of duty, which are prejudicial to the interest of the Company. In case of resignation, the Company reserves the right to relieve you any time during the notice period without payment of any compensation for the remaining notice period.

- Full and final payment of dues and other formalities would be completed within 45 days after your last working date.

- In case of a resignation without notice, recovery will be done for the shortfall in notice period. On the contrary amount for notice period shall be recovered from the dues (if any) payable to you. In case there are no dues payable to you then an independent recovery proceeding shall be initiated against you at your cost. Relieving letter will be issued only thereafter.

- In case you do not report to office without prior permission from your reporting manager for 3 consecutive days you will be tagged as absconding from services. If you are declared absconding, the shortfall of notice period will be recovered from the dues payable to you.

- The information relating to education qualification, past employment record - salary drawn, nature of job, period of employment, reason for change of job, notice period served, company property returned etc., submitted by the staff members at the time of joining is subject to verification. In case it is found that the information is incorrect, the services of the said staff would be terminated without assigning any reasons thereto. The concerned staff would not be eligible for any payment or experience certificate from the company for the period of employment with the company.

- In case of Force Majeure like floods, fire, natural calamity, pandemic situation, and imposition of any restrictions at place of work by the government, the Company shall be at liberty to modify all/any terms and conditions of appointment contained herein and you shall not claim any relief from the Company on the basis of the terms and conditions which are put in abeyance.

- You are bound on the termination of your appointment, however terminated, to return to the Company any property/intellectual property of the Company in your possession, including manuals, reports, technical documentation, software and hardware and correspondence etc. In case of failure to return the aforesaid items despite notice from the Company to that effect, you shall be liable for the offences under the Indian Penal Code, 1860. In case of any damage to the said items necessary charges will be recovered from you. In case any mechanical item is found to be non-functional when received from you the actual cost of the said item shall be recovered from you.

- The office hours are subject to change at the management's discretion. We attach considerable significance to the strict adherence of these timings and to regular attendance.

- Though you have been engaged for a specific position and location your services can also be transferred to any concern within the group/associate Companies across India.

- In the event you are sent abroad/overseas on training and / or project work, you will be required to sign a bond for service with the Company for a reasonable period to a maximum of one year to the effect that you shall not leave the Company within 1 year after return to India.

- You shall always inform the Company about your permanent address and latest mailing address. Company shall be guided by the last address on record for correspondence.

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- You shall be liable to legal action, during or after your work tenure with Jaro Group, in case you are found to spread negative news about the Group or act in manner which tends to tarnish the brand image of the Group.

- You are not entitled to avail paid leaves during the notice period. As we do not have a leave encashment policy the un-availed paid leaves will get lapsed at the end of your service with the company.

- You shall maintain confidentiality of information concerning the organization, administration, operation, business, finance, or methods (including any secret process or trade secret), its customers or clients which would come to your knowledge during the course of execution of your duties and responsibilities and shall not divulge any information of the company by any mode of communication to any other person or organization during the course of employment with us or thereafter. This clause is perpetual in nature and survives even after you seize to be an employee of the Organization.

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- In case of consistent non-performance you shall be entitled for a pay proportionate to the performance.

- In case of any dispute from either side the jurisdiction will be limited to Mumbai jurisdiction.

- You shall always update the Company about your change of address, mobile numbers and about any other important information.

- Please submit copy of your photo, address, and signature identification proof viz., Pan Card,

Passport, Aadhar Card, along with the name & address of your guardian who should be contacted in case of emergency. The signature put on this acceptance letter should match with the identification proof submitted and the same signature shall be treated as official signature on company's record for all official communication with or on behalf of the company.

- Please sign the duplicate copy of the Terms & Conditions and return it to us as a token of your acceptance of the terms and conditions.

Thanking you,

Yours sincerely,
Jaro Education

Sushant Mallya
Vice President -Human Resources

I agree to the above terms and conditions_____dated _____

jaro education

18th March 2023

To,
Rajesh P,

Dear **Rajesh P,**

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

		(Amount in Rupees.)	
Particulars		**Per Month**	**Per Annum**
Basic Salary	:	19,500	2,34,000
House Rent Allowance	:	9,750	1,17,000
Transport Reimbursement	:	1,600	19,200
Telephone Reimbursement	:	500	6,000
Statutory Bonus (Paid Monthly)	:	1,630	19,560
Special Allowance	:	7,020	84,240
Total		**40,000**	**4,80,000**
Daily Travel Reimbursement	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000	1,20,000
Performance cum Continuity Bonus (Payable Half yearly based on the 100% achievement of targets for continued six months)	:	3,500	42,000
CTC: Six Lakhs Seventy Eight Thousand Only p.a.	**:**	**56,500**	**6,78,000**

Regards,
Jaro Education

Sushant Mallya
Vice President – Human Resource

I agree to the above and attached terms & conditions_____Dated_____

ANNEXURE
TERMS AND CONDITIONS

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- You shall abide by all terms and conditions of service as shall be applicable from time to time.

- You will be on probation initially up to one year (365 working days); however, your probation period can be extended at the management discretion. You will continue to be on probation until such time till you receive the letter of confirmation.

- During the probation or after confirmation, the services may be terminated by either party giving thirty days' notice in writing or by giving thirty days salary in lieu of notice. Such notice shall not be deemed necessary in the case of termination of services on the grounds of poor performance, refusal to get relocated to any upcountry location as per the organization requirement, willful neglect or breach of trust, or any other serious derelictions of duty, which are prejudicial to the interest of the Company. In case of resignation, the Company reserves the right to relieve you any time during the notice period without payment of any compensation for the remaining notice period.

- Full and final payment of dues and other formalities would be completed within 45 days after your last working date.

- In case of a resignation without notice, recovery will be done for the shortfall in notice period. On the contrary amount for notice period shall be recovered from the dues (if any) payable to you. In case there are no dues payable to you then an independent recovery proceeding shall be initiated against you at your cost. Relieving letter will be issued only thereafter.

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Thanking you,

Yours sincerely,
Jaro Education

Sushant Mallya
Vice President -Human Resources

I agree to the above terms and conditions_____dated _____

jaro education

18th March 2023

To,
Rajeshwari R,

Dear **Rajeshwari R,**

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

		(Amount in Rupees.)	
Particulars		**Per Month**	**Per Annum**
Basic Salary	:	19,500	2,34,000
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Regards,
Jaro Education

Sushant Mallya
Vice President – Human Resource

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- Please sign the duplicate copy of the Terms & Conditions and return it to us as a token of your acceptance of the terms and conditions.

Thanking you,

Yours sincerely,
Jaro Education

Sushant Mallya
Vice President -Human Resources

I agree to the above terms and conditions_____dated _____

jaro education

18th March 2023

To,
Ruban Chakravarthy V,

Dear **Ruban Chakravarthy V,**

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

		(Amount in Rupees.)	
Particulars		**Per Month**	**Per Annum**
Basic Salary	:	19,500	2,34,000
House Rent Allowance	:	9,750	1,17,000
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Total		**40,000**	**4,80,000**
Daily Travel Reimbursement	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000	1,20,000
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Regards,
Jaro Education

Sushant Mallya
Vice President – Human Resource

I agree to the above and attached terms & conditions_____Dated_____

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TERMS AND CONDITIONS

(1)

- You shall abide by all terms and conditions of service as shall be applicable from time to time.

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- In case of a resignation without notice, recovery will be done for the shortfall in notice period. On the contrary amount for notice period shall be recovered from the dues (if any) payable to you. In case there are no dues payable to you then an independent recovery proceeding shall be initiated against you at your cost. Relieving letter will be issued only thereafter.

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Thanking you,

Yours sincerely,
Jaro Education

Sushant Mallya
Vice President -Human Resources

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jaro education

18th March 2023

To,
Sankari Vg,

Dear **Sankari Vg,**

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

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- You shall maintain confidentiality of information concerning the organization, administration, operation, business, finance, or methods (including any secret process or trade secret), its customers or clients which would come to your knowledge during the course of execution of your duties and responsibilities and shall not divulge any information of the company by any mode of communication to any other person or organization during the course of employment with us or thereafter. This clause is perpetual in nature and survives even after you seize to be an employee of the Organization.

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- In case of consistent non-performance you shall be entitled for a pay proportionate to the performance.

- In case of any dispute from either side the jurisdiction will be limited to Mumbai jurisdiction.

- You shall always update the Company about your change of address, mobile numbers and about any other important information.

- Please submit copy of your photo, address, and signature identification proof viz., Pan Card,

Passport, Aadhar Card, along with the name & address of your guardian who should be contacted in case of emergency. The signature put on this acceptance letter should match with the identification proof submitted and the same signature shall be treated as official signature on company's record for all official communication with or on behalf of the company.

- Please sign the duplicate copy of the Terms & Conditions and return it to us as a token of your acceptance of the terms and conditions.

Thanking you,

Yours sincerely,
Jaro Education

Sushant Mallya
Vice President -Human Resources

I agree to the above terms and conditions_____dated _____

jaro education

18th March 2023

To,
R Santhosh,

Dear **R Santhosh,**

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

		(Amount in Rupees.)	
Particulars		**Per Month**	**Per Annum**
Basic Salary	:	19,500	2,34,000
House Rent Allowance	:	9,750	1,17,000
Transport Reimbursement	:	1,600	19,200
Telephone Reimbursement	:	500	6,000
Statutory Bonus (Paid Monthly)	:	1,630	19,560
Special Allowance	:	7,020	84,240
Total		**40,000**	**4,80,000**
Daily Travel Reimbursement	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000	1,20,000
Performance cum Continuity Bonus (Payable Half yearly based on the 100% achievement of targets for continued six months)	:	3,500	42,000
CTC: Six Lakhs Seventy Eight Thousand Only p.a.	**:**	**56,500**	**6,78,000**

Regards,
Jaro Education

Sushant Mallya
Vice President – Human Resource

I agree to the above and attached terms & conditions_____Dated_____

ANNEXURE
TERMS AND CONDITIONS

(1)

- You shall abide by all terms and conditions of service as shall be applicable from time to time.

- You will be on probation initially up to one year (365 working days); however, your probation period can be extended at the management discretion. You will continue to be on probation until such time till you receive the letter of confirmation.

- During the probation or after confirmation, the services may be terminated by either party giving thirty days' notice in writing or by giving thirty days salary in lieu of notice. Such notice shall not be deemed necessary in the case of termination of services on the grounds of poor performance, refusal to get relocated to any upcountry location as per the organization requirement, willful neglect or breach of trust, or any other serious derelictions of duty, which are prejudicial to the interest of the Company. In case of resignation, the Company reserves the right to relieve you any time during the notice period without payment of any compensation for the remaining notice period.

- Full and final payment of dues and other formalities would be completed within 45 days after your last working date.

- In case of a resignation without notice, recovery will be done for the shortfall in notice period. On the contrary amount for notice period shall be recovered from the dues (if any) payable to you. In case there are no dues payable to you then an independent recovery proceeding shall be initiated against you at your cost. Relieving letter will be issued only thereafter.

- In case you do not report to office without prior permission from your reporting manager for 3 consecutive days you will be tagged as absconding from services. If you are declared absconding, the shortfall of notice period will be recovered from the dues payable to you.

- The information relating to education qualification, past employment record - salary drawn, nature of job, period of employment, reason for change of job, notice period served, company property returned etc., submitted by the staff members at the time of joining is subject to verification. In case it is found that the information is incorrect, the services of the said staff would be terminated without assigning any reasons thereto. The concerned staff would not be eligible for any payment or experience certificate from the company for the period of employment with the company.

- In case of Force Majeure like floods, fire, natural calamity, pandemic situation, and imposition of any restrictions at place of work by the government, the Company shall be at liberty to modify all/any terms and conditions of appointment contained herein and you shall not claim any relief from the Company on the basis of the terms and conditions which are put in abeyance.

- You are bound on the termination of your appointment, however terminated, to return to the Company any property/intellectual property of the Company in your possession, including manuals, reports, technical documentation, software and hardware and correspondence etc. In case of failure to return the aforesaid items despite notice from the Company to that effect, you shall be liable for the offences under the Indian Penal Code, 1860. In case of any damage to the said items necessary charges will be recovered from you. In case any mechanical item is found to be non-functional when received from you the actual cost of the said item shall be recovered from you.

- The office hours are subject to change at the management's discretion. We attach considerable significance to the strict adherence of these timings and to regular attendance.

- Though you have been engaged for a specific position and location your services can also be transferred to any concern within the group/associate Companies across India.

- In the event you are sent abroad/overseas on training and / or project work, you will be required to sign a bond for service with the Company for a reasonable period to a maximum of one year to the effect that you shall not leave the Company within 1 year after return to India.

- You shall always inform the Company about your permanent address and latest mailing address. Company shall be guided by the last address on record for correspondence.

- You will not associate yourself directly or indirectly with any activity/ assignment, whether for remuneration or not, which will be, according to the Company, in conflict, directly or indirectly, with the interest of the Company's business while in employment and at least for a period of two years after you cease to be an employee.

- You shall be liable to legal action, during or after your work tenure with Jaro Group, in case you are found to spread negative news about the Group or act in manner which tends to tarnish the brand image of the Group.

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- Please sign the duplicate copy of the Terms & Conditions and return it to us as a token of your acceptance of the terms and conditions.

Thanking you,

Yours sincerely,
Jaro Education

Sushant Mallya
Vice President -Human Resources

I agree to the above terms and conditions_____dated _____

jaro education

18th March 2023

To,
Sarath G,

Dear **Sarath G,**

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

		(Amount in Rupees.)	
Particulars		**Per Month**	**Per Annum**
Basic Salary	:	19,500	2,34,000
House Rent Allowance	:	9,750	1,17,000
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CTC: Six Lakhs Seventy Eight Thousand Only p.a.	**:**	**56,500**	**6,78,000**

Regards,
Jaro Education

Sushant Mallya
Vice President – Human Resource

I agree to the above and attached terms & conditions_____Dated_____

ANNEXURE
TERMS AND CONDITIONS

(1)

- You shall abide by all terms and conditions of service as shall be applicable from time to time.

- You will be on probation initially up to one year (365 working days); however, your probation period can be extended at the management discretion. You will continue to be on probation until such time till you receive the letter of confirmation.

- During the probation or after confirmation, the services may be terminated by either party giving thirty days' notice in writing or by giving thirty days salary in lieu of notice. Such notice shall not be deemed necessary in the case of termination of services on the grounds of poor performance, refusal to get relocated to any upcountry location as per the organization requirement, willful neglect or breach of trust, or any other serious derelictions of duty, which are prejudicial to the interest of the Company. In case of resignation, the Company reserves the right to relieve you any time during the notice period without payment of any compensation for the remaining notice period.

- Full and final payment of dues and other formalities would be completed within 45 days after your last working date.

- In case of a resignation without notice, recovery will be done for the shortfall in notice period. On the contrary amount for notice period shall be recovered from the dues (if any) payable to you. In case there are no dues payable to you then an independent recovery proceeding shall be initiated against you at your cost. Relieving letter will be issued only thereafter.

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- The information relating to education qualification, past employment record - salary drawn, nature of job, period of employment, reason for change of job, notice period served, company property returned etc., submitted by the staff members at the time of joining is subject to verification. In case it is found that the information is incorrect, the services of the said staff would be terminated without assigning any reasons thereto. The concerned staff would not be eligible for any payment or experience certificate from the company for the period of employment with the company.

- In case of Force Majeure like floods, fire, natural calamity, pandemic situation, and imposition of any restrictions at place of work by the government, the Company shall be at liberty to modify all/any terms and conditions of appointment contained herein and you shall not claim any relief from the Company on the basis of the terms and conditions which are put in abeyance.

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- Please sign the duplicate copy of the Terms & Conditions and return it to us as a token of your acceptance of the terms and conditions.

Thanking you,

Yours sincerely,
Jaro Education

Sushant Mallya
Vice President -Human Resources

I agree to the above terms and conditions_____dated _____

jaro education

18th March 2023

To,
Sathishkumar K,

Dear **Sathishkumar K,**

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

		(Amount in Rupees.)	
Particulars		**Per Month**	**Per Annum**
Basic Salary	:	19,500	2,34,000
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Regards,
Jaro Education

Sushant Mallya
Vice President – Human Resource

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ANNEXURE
TERMS AND CONDITIONS

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- You shall abide by all terms and conditions of service as shall be applicable from time to time.

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- Please sign the duplicate copy of the Terms & Conditions and return it to us as a token of your acceptance of the terms and conditions.

Thanking you,

Yours sincerely,
Jaro Education

Sushant Mallya
Vice President -Human Resources

I agree to the above terms and conditions_____dated _____

jaro education

18th March 2023

To,
Shinaz Zohara Fathima J,

Dear **Shinaz Zohara Fathima J,**

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

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		(Amount in Rupees.)	
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Regards,
Jaro Education

Sushant Mallya
Vice President – Human Resource

I agree to the above and attached terms & conditions_____Dated_____

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Thanking you,

Yours sincerely,
Jaro Education

Sushant Mallya
Vice President -Human Resources

I agree to the above terms and conditions_____dated _____

jaro education

18th March 2023

To,
R Subhiksha,

Dear **R Subhiksha,**

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

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Statutory Bonus (Paid Monthly)	:	1,630	19,560
Special Allowance	:	7,020	84,240
Total		**40,000**	**4,80,000**
Daily Travel Reimbursement	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000	1,20,000
Performance cum Continuity Bonus (Payable Half yearly based on the 100% achievement of targets for continued six months)	:	3,500	42,000
CTC: Six Lakhs Seventy Eight Thousand Only p.a.	**:**	**56,500**	**6,78,000**

Regards,
Jaro Education

Sushant Mallya
Vice President – Human Resource

I agree to the above and attached terms & conditions_____Dated_____

ANNEXURE
TERMS AND CONDITIONS

(1)

- You shall abide by all terms and conditions of service as shall be applicable from time to time.

- You will be on probation initially up to one year (365 working days); however, your probation period can be extended at the management discretion. You will continue to be on probation until such time till you receive the letter of confirmation.

- During the probation or after confirmation, the services may be terminated by either party giving thirty days' notice in writing or by giving thirty days salary in lieu of notice. Such notice shall not be deemed necessary in the case of termination of services on the grounds of poor performance, refusal to get relocated to any upcountry location as per the organization requirement, willful neglect or breach of trust, or any other serious derelictions of duty, which are prejudicial to the interest of the Company. In case of resignation, the Company reserves the right to relieve you any time during the notice period without payment of any compensation for the remaining notice period.

- Full and final payment of dues and other formalities would be completed within 45 days after your last working date.

- In case of a resignation without notice, recovery will be done for the shortfall in notice period. On the contrary amount for notice period shall be recovered from the dues (if any) payable to you. In case there are no dues payable to you then an independent recovery proceeding shall be initiated against you at your cost. Relieving letter will be issued only thereafter.

- In case you do not report to office without prior permission from your reporting manager for 3 consecutive days you will be tagged as absconding from services. If you are declared absconding, the shortfall of notice period will be recovered from the dues payable to you.

- The information relating to education qualification, past employment record - salary drawn, nature of job, period of employment, reason for change of job, notice period served, company property returned etc., submitted by the staff members at the time of joining is subject to verification. In case it is found that the information is incorrect, the services of the said staff would be terminated without assigning any reasons thereto. The concerned staff would not be eligible for any payment or experience certificate from the company for the period of employment with the company.

- In case of Force Majeure like floods, fire, natural calamity, pandemic situation, and imposition of any restrictions at place of work by the government, the Company shall be at liberty to modify all/any terms and conditions of appointment contained herein and you shall not claim any relief from the Company on the basis of the terms and conditions which are put in abeyance.

- You are bound on the termination of your appointment, however terminated, to return to the Company any property/intellectual property of the Company in your possession, including manuals, reports, technical documentation, software and hardware and correspondence etc. In case of failure to return the aforesaid items despite notice from the Company to that effect, you shall be liable for the offences under the Indian Penal Code, 1860. In case of any damage to the said items necessary charges will be recovered from you. In case any mechanical item is found to be non-functional when received from you the actual cost of the said item shall be recovered from you.

- The office hours are subject to change at the management's discretion. We attach considerable significance to the strict adherence of these timings and to regular attendance.

- Though you have been engaged for a specific position and location your services can also be transferred to any concern within the group/associate Companies across India.

- In the event you are sent abroad/overseas on training and / or project work, you will be required to sign a bond for service with the Company for a reasonable period to a maximum of one year to the effect that you shall not leave the Company within 1 year after return to India.

- You shall always inform the Company about your permanent address and latest mailing address. Company shall be guided by the last address on record for correspondence.

- You will not associate yourself directly or indirectly with any activity/ assignment, whether for remuneration or not, which will be, according to the Company, in conflict, directly or indirectly, with the interest of the Company's business while in employment and at least for a period of two years after you cease to be an employee.

- You shall be liable to legal action, during or after your work tenure with Jaro Group, in case you are found to spread negative news about the Group or act in manner which tends to tarnish the brand image of the Group.

- You are not entitled to avail paid leaves during the notice period. As we do not have a leave encashment policy the un-availed paid leaves will get lapsed at the end of your service with the company.

- You shall maintain confidentiality of information concerning the organization, administration, operation, business, finance, or methods (including any secret process or trade secret), its customers or clients which would come to your knowledge during the course of execution of your duties and responsibilities and shall not divulge any information of the company by any mode of communication to any other person or organization during the course of employment with us or thereafter. This clause is perpetual in nature and survives even after you seize to be an employee of the Organization.

- You shall not indulge in any malpractices such as false commitments, giving of false information about the products and services which may create dissatisfaction amongst our customers or create a bad image about our organization. Even if giving false commitments/ information results in sales, still you shall be liable for necessary actions including penalty of Rs. One Lakh or more/-.

- In case of consistent non-performance you shall be entitled for a pay proportionate to the performance.

- In case of any dispute from either side the jurisdiction will be limited to Mumbai jurisdiction.

- You shall always update the Company about your change of address, mobile numbers and about any other important information.

- Please submit copy of your photo, address, and signature identification proof viz., Pan Card,

Passport, Aadhar Card, along with the name & address of your guardian who should be contacted in case of emergency. The signature put on this acceptance letter should match with the identification proof submitted and the same signature shall be treated as official signature on company's record for all official communication with or on behalf of the company.

- Please sign the duplicate copy of the Terms & Conditions and return it to us as a token of your acceptance of the terms and conditions.

Thanking you,

Yours sincerely,
Jaro Education

Sushant Mallya
Vice President -Human Resources

I agree to the above terms and conditions_____dated _____

jaro education

18th March 2023

To,
Umapathy M,

Dear **Umapathy M,**

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

		(Amount in Rupees.)	
Particulars		**Per Month**	**Per Annum**
Basic Salary	:	19,500	2,34,000
House Rent Allowance	:	9,750	1,17,000
Transport Reimbursement	:	1,600	19,200
Telephone Reimbursement	:	500	6,000
Statutory Bonus (Paid Monthly)	:	1,630	19,560
Special Allowance	:	7,020	84,240
Total		**40,000**	**4,80,000**
Daily Travel Reimbursement	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000	1,20,000
Performance cum Continuity Bonus (Payable Half yearly based on the 100% achievement of targets for continued six months)	:	3,500	42,000
CTC: Six Lakhs Seventy Eight Thousand Only p.a.	**:**	**56,500**	**6,78,000**

Regards,
Jaro Education

Sushant Mallya
Vice President – Human Resource

I agree to the above and attached terms & conditions_____Dated_____

ANNEXURE
TERMS AND CONDITIONS

(1)

- You shall abide by all terms and conditions of service as shall be applicable from time to time.

- You will be on probation initially up to one year (365 working days); however, your probation period can be extended at the management discretion. You will continue to be on probation until such time till you receive the letter of confirmation.

- During the probation or after confirmation, the services may be terminated by either party giving thirty days' notice in writing or by giving thirty days salary in lieu of notice. Such notice shall not be deemed necessary in the case of termination of services on the grounds of poor performance, refusal to get relocated to any upcountry location as per the organization requirement, willful neglect or breach of trust, or any other serious derelictions of duty, which are prejudicial to the interest of the Company. In case of resignation, the Company reserves the right to relieve you any time during the notice period without payment of any compensation for the remaining notice period.

- Full and final payment of dues and other formalities would be completed within 45 days after your last working date.

- In case of a resignation without notice, recovery will be done for the shortfall in notice period. On the contrary amount for notice period shall be recovered from the dues (if any) payable to you. In case there are no dues payable to you then an independent recovery proceeding shall be initiated against you at your cost. Relieving letter will be issued only thereafter.

- In case you do not report to office without prior permission from your reporting manager for 3 consecutive days you will be tagged as absconding from services. If you are declared absconding, the shortfall of notice period will be recovered from the dues payable to you.

- The information relating to education qualification, past employment record - salary drawn, nature of job, period of employment, reason for change of job, notice period served, company property returned etc., submitted by the staff members at the time of joining is subject to verification. In case it is found that the information is incorrect, the services of the said staff would be terminated without assigning any reasons thereto. The concerned staff would not be eligible for any payment or experience certificate from the company for the period of employment with the company.

- In case of Force Majeure like floods, fire, natural calamity, pandemic situation, and imposition of any restrictions at place of work by the government, the Company shall be at liberty to modify all/any terms and conditions of appointment contained herein and you shall not claim any relief from the Company on the basis of the terms and conditions which are put in abeyance.

- You are bound on the termination of your appointment, however terminated, to return to the Company any property/intellectual property of the Company in your possession, including manuals, reports, technical documentation, software and hardware and correspondence etc. In case of failure to return the aforesaid items despite notice from the Company to that effect, you shall be liable for the offences under the Indian Penal Code, 1860. In case of any damage to the said items necessary charges will be recovered from you. In case any mechanical item is found to be non-functional when received from you the actual cost of the said item shall be recovered from you.

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- In the event you are sent abroad/overseas on training and / or project work, you will be required to sign a bond for service with the Company for a reasonable period to a maximum of one year to the effect that you shall not leave the Company within 1 year after return to India.

- You shall always inform the Company about your permanent address and latest mailing address. Company shall be guided by the last address on record for correspondence.

- You will not associate yourself directly or indirectly with any activity/ assignment, whether for remuneration or not, which will be, according to the Company, in conflict, directly or indirectly, with the interest of the Company's business while in employment and at least for a period of two years after you cease to be an employee.

- You shall be liable to legal action, during or after your work tenure with Jaro Group, in case you are found to spread negative news about the Group or act in manner which tends to tarnish the brand image of the Group.

- You are not entitled to avail paid leaves during the notice period. As we do not have a leave encashment policy the un-availed paid leaves will get lapsed at the end of your service with the company.

- You shall maintain confidentiality of information concerning the organization, administration, operation, business, finance, or methods (including any secret process or trade secret), its customers or clients which would come to your knowledge during the course of execution of your duties and responsibilities and shall not divulge any information of the company by any mode of communication to any other person or organization during the course of employment with us or thereafter. This clause is perpetual in nature and survives even after you seize to be an employee of the Organization.

- You shall not indulge in any malpractices such as false commitments, giving of false information about the products and services which may create dissatisfaction amongst our customers or create a bad image about our organization. Even if giving false commitments/ information results in sales, still you shall be liable for necessary actions including penalty of Rs. One Lakh or more/-.

- In case of consistent non-performance you shall be entitled for a pay proportionate to the performance.

- In case of any dispute from either side the jurisdiction will be limited to Mumbai jurisdiction.

- You shall always update the Company about your change of address, mobile numbers and about any other important information.

- Please submit copy of your photo, address, and signature identification proof viz., Pan Card,

Passport, Aadhar Card, along with the name & address of your guardian who should be contacted in case of emergency. The signature put on this acceptance letter should match with the identification proof submitted and the same signature shall be treated as official signature on company's record for all official communication with or on behalf of the company.

- Please sign the duplicate copy of the Terms & Conditions and return it to us as a token of your acceptance of the terms and conditions.

Thanking you,

Yours sincerely,
Jaro Education

Sushant Mallya
Vice President -Human Resources

I agree to the above terms and conditions_____dated _____

Neel Metals products. Ltd
Plot No : 1&6 TVS Industrial Estate,
Haritha, Hosur – 635109
CIN No: U60100DL1997PLC086432
E MAIL : nmpl.tvs@jbmgroup.com
Tel No: 4344-27756, 275478, 276318
Fax : +91 – 4344-277785

Ref: NMPL-TVS/APTR-2022-2301 Date: 07th March, 2023

Dear **Narendra Reddy Kummitha,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
2. Your remuneration will be as mutually agreed upon which is **2.4 LPA**
3. Your engagement is effective from 20-03-2023 you will be entitled for the benefits/ privilege like weekly off, leaves & festival holidays as applicable to other regular employee, but your status will remain as Trainee only.
4. In case you revoke the training bond issued on Date of joining during the training period You will be required to give one week notice as well the sum assured.
5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

NEEL METAL PRODUCTS LTD,
Plot No. 1, 2, 5 & 6, TVS Industrial Estate,
Harita, HOSUR - 635 109.

Neel Metals products. Ltd
Plot No : 1&6 TVS Industrial Estate,
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CIN No: U60100DL1997PLC086432
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Tel No: 4344-27756, 275478, 276318
Fax : +91 – 4344-277785

Ref: NMPL-TVS/APTR-2022-2302 Date: 07th March, 2023

Dear **Kuppireddigari Dinesh Kumar Reddy,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
2. Your remuneration will be as mutually agreed upon which is **2.4 LPA**
3. Your engagement is effective from 20-03-2023 you will be entitled for the benefits/ privilege like weekly off, leaves & festival holidays as applicable to other regular employee, but your status will remain as Trainee only.
4. In case you revoke the training bond issued on Date of joining during the training period You will be required to give one week notice as well the sum assured.
5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Neel Metals products. Ltd
Plot No : 1&6 TVS Industrial Estate,
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CIN No: U60100DL1997PLC086432
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Tel No: 4344-27756, 275478, 276318
Fax : +91 – 4344-277785

Ref: NMPL-TVS/APTR-2022-2303 Date: 07th March, 2023

Dear **Yaswanth Makireddi,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
2. Your remuneration will be as mutually agreed upon which is **2.4 LPA**
3. Your engagement is effective from 20-03-2023 you will be entitled for the benefits/ privilege like weekly off, leaves & festival holidays as applicable to other regular employee, but your status will remain as Trainee only.
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5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Neel Metals products. Ltd
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Ref: NMPL-TVS/APTR-2022-2304 Date: 07th March, 2023

Dear **Mamidi Praveen Reddy,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
2. Your remuneration will be as mutually agreed upon which is **2.4 LPA**
3. Your engagement is effective from 20-03-2023 you will be entitled for the benefits/ privilege like weekly off, leaves & festival holidays as applicable to other regular employee, but your status will remain as Trainee only.
4. In case you revoke the training bond issued on Date of joining during the training period You will be required to give one week notice as well the sum assured.
5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2305 Date: 07th March, 2023

Dear **Nagendra Reddy Mula,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
2. Your remuneration will be as mutually agreed upon which is **2.4 LPA**
3. Your engagement is effective from 20-03-2023 you will be entitled for the benefits/ privilege like weekly off, leaves & festival holidays as applicable to other regular employee, but your status will remain as Trainee only.
4. In case you revoke the training bond issued on Date of joining during the training period You will be required to give one week notice as well the sum assured.
5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

NEEL METAL PRODUCTS LTD,
Plot No. 1, 2, 5 & 6, TVS Industrial Estate,
Harita, HOSUR - 635 109.

Neel Metals products. Ltd
Plot No : 1&6 TVS Industrial Estate,
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Tel No: 4344-27756, 275478, 276318
Fax : +91 – 4344-277785

Ref: NMPL-TVS/APTR-2022-2306 Date: 07th March, 2023

Dear **Umesh Reddy Mula,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
2. Your remuneration will be as mutually agreed upon which is **2.4 LPA**
3. Your engagement is effective from 20-03-2023 you will be entitled for the benefits/ privilege like weekly off, leaves & festival holidays as applicable to other regular employee, but your status will remain as Trainee only.
4. In case you revoke the training bond issued on Date of joining during the training period You will be required to give one week notice as well the sum assured.
5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Tel No: 4344-27756, 275478, 276318
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Ref: NMPL-TVS/APTR-2022-2307 Date: 07th March, 2023

Dear **Munagala Suresh,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
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5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2308 Date: 07th March, 2023

Dear **Nagarjun G,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
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For **Neel Metal Products Limited**

Authorized Signatory

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Tel No: 4344-27756, 275478, 276318
Fax : +91 – 4344-277785

Ref: NMPL-TVS/APTR-2022-2309 Date: 07th March, 2023

Dear **Nammula Naveen Kumar,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
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4. In case you revoke the training bond issued on Date of joining during the training period You will be required to give one week notice as well the sum assured.
5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

NEEL METAL PRODUCTS LTD,
Plot No. 1, 2, 5 & 6, TVS Industrial Estate,
Harita, HOSUR - 635 109.

Neel Metals products. Ltd
Plot No : 1&6 TVS Industrial Estate,
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Tel No: 4344-27756, 275478, 276318
Fax : +91 – 4344-277785

Ref: NMPL-TVS/APTR-2022-2310 Date: 07th March, 2023

Dear **Lacha Gopal Pati,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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3. Your engagement is effective from 20-03-2023 you will be entitled for the benefits/ privilege like weekly off, leaves & festival holidays as applicable to other regular employee, but your status will remain as Trainee only.
4. In case you revoke the training bond issued on Date of joining during the training period You will be required to give one week notice as well the sum assured.
5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

NEEL METAL PRODUCTS LTD,
Plot No. 1, 2, 5 & 6, TVS Industrial Estate,
Harita, HOSUR - 635 109.

Neel Metals products. Ltd
Plot No : 1&6 TVS Industrial Estate,
Haritha, Hosur – 635109
CIN No: U60100DL1997PLC086432
E MAIL : nmpl.tvs@jbmgroup.com
Tel No: 4344-27756, 275478, 276318
Fax : +91 – 4344-277785

Ref: NMPL-TVS/APTR-2022-2311 Date: 07th March, 2023

Dear **Pidugu Shiva Prasad,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
2. Your remuneration will be as mutually agreed upon which is **2.4 LPA**
3. Your engagement is effective from 20-03-2023 you will be entitled for the benefits/ privilege like weekly off, leaves & festival holidays as applicable to other regular employee, but your status will remain as Trainee only.
4. In case you revoke the training bond issued on Date of joining during the training period You will be required to give one week notice as well the sum assured.
5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2312 Date: 07th March, 2023

Dear **Prasanna Venkatesh Sridharan,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2313 Date: 07th March, 2023

Dear **Raparthi Guna Sekhar,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2314 Date: 07th March, 2023

Dear **Jagadeesh Reddy,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2315 Date: 07th March, 2023

Dear **Sachu Ashok Kumar,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2316 Date: 07th March, 2023

Dear **Telugu Ravikumar,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2317 Date: 07th March, 2023

Dear **Uppala Harersh,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2318 Date: 07th March, 2023

Dear **Yeggepalli Ganesh Sai Sreenu,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2319 Date: 07th March, 2023

Dear **Ravi Chandran S,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2320 Date: 07th March, 2023

Dear **Kotesh Temmanaboyina,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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For **Neel Metal Products Limited**

Authorized Signatory

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Tel No: 4344-27756, 275478, 276318
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Ref: NMPL-TVS/APTR-2022-2321 Date: 07th March, 2023

Dear **Hemacharan Kalavatala,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2322 Date: 07th March, 2023

Dear **Jeshwanth Madasi,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2323 Date: 07th March, 2023

Dear **Ptr Aatishkalyan,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2324 Date: 07th March, 2023

Dear **Rohith Kanna B O,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2325 Date: 07th March, 2023

Dear **Mujavar Meeravali,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2326 Date: 07th March, 2023

Dear **Palakurthi Pavan Venkataraju,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

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Ref: NMPL-TVS/APTR-2022-2327 Date: 07th March, 2023

Dear **Bharath P,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

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A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

NEEL METAL PRODUCTS LTD,
Plot No. 1, 2, 5 & 6, TVS Industrial Estate,
Harita, HOSUR - 635 109.

Neel Metals products. Ltd
Plot No : 1&6 TVS Industrial Estate,
Haritha, Hosur – 635109
CIN No: U60100DL1997PLC086432
E MAIL : nmpl.tvs@jbmgroup.com
Tel No: 4344-27756, 275478, 276318
Fax : +91 – 4344-277785

Ref: NMPL-TVS/APTR-2022-2328 Date: 07th March, 2023

Dear **Jagan N,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
2. Your remuneration will be as mutually agreed upon which is **2.4 LPA**
3. Your engagement is effective from 20-03-2023 you will be entitled for the benefits/ privilege like weekly off, leaves & festival holidays as applicable to other regular employee, but your status will remain as Trainee only.
4. In case you revoke the training bond issued on Date of joining during the training period You will be required to give one week notice as well the sum assured.
5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

NEEL METAL PRODUCTS LTD,
Plot No. 1, 2, 5 & 6, TVS Industrial Estate,
Harita, HOSUR - 635 109.

Neel Metals products. Ltd
Plot No : 1&6 TVS Industrial Estate,
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CIN No: U60100DL1997PLC086432
E MAIL : nmpl.tvs@jbmgroup.com
Tel No: 4344-27756, 275478, 276318
Fax : +91 – 4344-277785

Ref: NMPL-TVS/APTR-2022-2329 Date: 07th March, 2023

Dear **Dinakar Mundra,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
2. Your remuneration will be as mutually agreed upon which is **2.4 LPA**
3. Your engagement is effective from 20-03-2023 you will be entitled for the benefits/ privilege like weekly off, leaves & festival holidays as applicable to other regular employee, but your status will remain as Trainee only.
4. In case you revoke the training bond issued on Date of joining during the training period You will be required to give one week notice as well the sum assured.
5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

NEEL METAL PRODUCTS LTD,
Plot No. 1, 2, 5 & 6, TVS Industrial Estate,
Harita, HOSUR - 635 109.

Neel Metals products. Ltd
Plot No : 1&6 TVS Industrial Estate,
Haritha, Hosur – 635109
CIN No: U60100DL1997PLC086432
E MAIL : nmpl.tvs@jbmgroup.com
Tel No: 4344-27756, 275478, 276318
Fax : +91 – 4344-277785

Ref: NMPL-TVS/APTR-2022-2330 Date: 07th March, 2023

Dear **Venkata Sai Naveen,**
Bharath Institute of Higher Education and Research
Chennai.

Sub: Offer Letter

With reference to your application and subsequent interview in which you expressed your desire to have an opportunity to learn skill / trade in our organisation, we are pleased to accept your request and induct you as Graduate Engineer Trainee**.** Further to the terms and conditions specified in the Training bond issued on **Date of joining** also please note the following**.**

1. Training period will be for twelve calendar month, which include on the job training, lecture, classroom study and theory etc.
2. Your remuneration will be as mutually agreed upon which is **2.4 LPA**
3. Your engagement is effective from 20-03-2023 you will be entitled for the benefits/ privilege like weekly off, leaves & festival holidays as applicable to other regular employee, but your status will remain as Trainee only.
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5. You will be confirmed as permanent employee of the organization after you complete the training period of 1 year.

A copy or the **Code of conduct for employees** is enclosed herewith which you are expected to follow in letter and spirit.

For **Neel Metal Products Limited**

Authorized Signatory

NEEL METAL PRODUCTS LTD,
Plot No. 1, 2, 5 & 6, TVS Industrial Estate,
Harita, HOSUR - 635 109.

Ref: JMD/CH/2022-23/055

Date: 25 February 2023

Letter Of Intent

Dear Varikollu Tejassu,

Thank you for the interest in **JMAN Digital Services Pvt. Ltd**.

Subsequent to your interviews with us, we are glad to inform you that we intend to hire you as a **Software Engineer** subject to you successfully completing your graduation in **2023**. The date of joining will be decided later based on the business requirement and will be communicated to you or the management of **Bharth Institute Of Higher Education And Research**.

The cost to the company offered to you is **Rs. 350,000/-** (Rupees Three lakhs fifty thousand only) per annum. In addition, you will be eligible for a **Commitment Bonus** of **Rs. 2,00,000/-** (Rupees Two lakhs only) payable on successfully completing **30 months** in the organization, subject to you staying on the active rolls of the organization. The Commitment Bonus is not payable if you are serving your notice period.

You will be reporting to **Chennai** for your joining.

YOU HEREBY AGREE THAT:

1. You undertake to serve the Company or any of its associate or affiliated companies to which you may be transferred, for a minimum period of **24 months** from the date of joining.

2. You agree not to take employment with any other person, firm, or company during such period.

3. You are giving this undertaking in lieu of the considerable expenditure incurred by the Company on your professional upliftment.

4. You affirm to abide by these terms or if you fail to do so, and either leave the services of the Company before the said period or conduct yourself in such a manner as would compel the Company to terminate your services before the said period, you shall pay to the Company within seven days after the said eventuality, a sum of **Rs. 2,00,000/-** (Rupees Two lakhs only) by way of damages for breach of this undertaking, which is voluntarily tendered by you, and by way of opportunity loss that shall thereby occur to the Company.

We welcome you to **JMAN Group** and look forward to a long and mutually rewarding association with you.

For **JMAN Digital Services Pvt. Ltd.,**

Gerald Joseph
Business Manager

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Joy Technologies

Date: 20th Feb 2023

To,
Nagubandi Mukesh,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Nagubandi Mukesh,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
You will be paid a consolidated Stipend of **Rs. 7000/- (Seven Thousand Rupees Only)** per month. **CTC: 2.6 LPA** Noclaim for further benefits such as employment confirmation, additional expenses etc., shall be entertained.

2. Period of Internship
The internship is purely on the aspects as discussed during the personal interaction with us. The duration of the internship is for a period of **Three (03) months starting from 20-Feb-2023**. Working hours will be 9 AM to 6 PM. Working days will be 5 days a week.

3. Termination of Internship
The Company holds the sole discretion to end the internship at any point of time if it finds severe indiscipline in attendance, behavior or issue in performance without paying for the entire internship period.

Either of the parties may terminate the internship by giving one week of notice in writing.

3. Confidentiality and Non-Disclosure

1. You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc., relating to the company that may come to your professional knowledge during your internship period with the company. Upon joining you shall be signing the **'Employee Non-Disclosure Agreement'** with us in this regard.

2. The terms of this internship, including stipend information, are confidential and should not be discussed with other employees, potential employees, competitive companies or client personnel. Disclosure of this information would result in consideration of the withdrawal of this Agreement or

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termination of internship / employment. We hope you will appreciate the business considerations behind our Agreement and confidentiality of compensation information.

3. Status Reports
You will provide the company with any reports that are deemed necessary, including time sheets, periodic summaries of your work-related activities and accomplishments.

4. Relationship
Your association with the company is purely an internship assignment basis and nothing in this letter shall be deemed to create a relationship of employment between you and the company.
Please sign the duplicate of this letter as a token of your acceptance of the terms and conditions mentioned herein.

We are looking forward to a mutually rewarding relationship.
Wishing you all the best!

For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

Feb 20 2023 17:44 IST

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Joy Technologies

Date: 20th Feb 2023

To,
Ravindra Kumar Illuri,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Ravindra Kumar Illuri,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
You will be paid a consolidated Stipend of **Rs. 7000/- (Seven Thousand Rupees Only)** per month. **CTC: 2.6 LPA** Noclaim for further benefits such as employment confirmation, additional expenses etc., shall be entertained.

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3. Confidentiality and Non-Disclosure

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Wishing you all the best!

For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

Feb 20 2023 17:44 IST

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Joy Technologies

Date: 20th Feb 2023

To,
Archit Sai Vivek Chintakula,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Archit Sai Vivek Chintakula,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
You will be paid a consolidated Stipend of **Rs. 7000/- (Seven Thousand Rupees Only)** per month. **CTC: 2.6 LPA** Noclaim for further benefits such as employment confirmation, additional expenses etc., shall be entertained.

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Please sign the duplicate of this letter as a token of your acceptance of the terms and conditions mentioned herein.

We are looking forward to a mutually rewarding relationship.
Wishing you all the best!

For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

Feb 20 2023 17:44 IST

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Joy Technologies

Date: 20th Feb 2023

To,
Karre Saiteja Goud,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Karre Saiteja Goud,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
You will be paid a consolidated Stipend of **Rs. 7000/- (Seven Thousand Rupees Only)** per month. **CTC: 2.6 LPA** Noclaim for further benefits such as employment confirmation, additional expenses etc., shall be entertained.

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We are looking forward to a mutually rewarding relationship.
Wishing you all the best!

For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

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Date: 20th Feb 2023

To,
Karthik Racharla,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Karthik Racharla,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
You will be paid a consolidated Stipend of **Rs. 7000/- (Seven Thousand Rupees Only)** per month. **CTC: 2.6 LPA** Noclaim for further benefits such as employment confirmation, additional expenses etc., shall be entertained.

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Wishing you all the best!

For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

Feb 20 2023 17:44 IST

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Joy Technologies

Date: 20th Feb 2023

To,
Md Faishal Khan,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Md Faishal Khan,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
You will be paid a consolidated Stipend of **Rs. 7000/- (Seven Thousand Rupees Only)** per month. **CTC: 2.6 LPA** Noclaim for further benefits such as employment confirmation, additional expenses etc., shall be entertained.

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Please sign the duplicate of this letter as a token of your acceptance of the terms and conditions mentioned herein.

We are looking forward to a mutually rewarding relationship.
Wishing you all the best!

For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

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Joy Technologies

Date: 20th Feb 2023

To,
Priyadharshini S,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Priyadharshini S,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
You will be paid a consolidated Stipend of **Rs. 7000/- (Seven Thousand Rupees Only)** per month. **CTC: 2.6 LPA** Noclaim for further benefits such as employment confirmation, additional expenses etc., shall be entertained.

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We are looking forward to a mutually rewarding relationship.
Wishing you all the best!

For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

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Joy Technologies

Date: 20th Feb 2023

To,
Suthari Abhilash,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Suthari Abhilash,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
You will be paid a consolidated Stipend of **Rs. 7000/- (Seven Thousand Rupees Only)** per month. **CTC: 2.6 LPA** Noclaim for further benefits such as employment confirmation, additional expenses etc., shall be entertained.

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For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

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Joy Technologies

Date: 20th Feb 2023

To,
Nikhilesh Kakkireni,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Nikhilesh Kakkireni,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
You will be paid a consolidated Stipend of **Rs. 7000/- (Seven Thousand Rupees Only)** per month. **CTC: 2.6 LPA** Noclaim for further benefits such as employment confirmation, additional expenses etc., shall be entertained.

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The internship is purely on the aspects as discussed during the personal interaction with us. The duration of the internship is for a period of **Three (03) months starting from 20-Feb-2023**. Working hours will be 9 AM to 6 PM. Working days will be 5 days a week.

3. Termination of Internship
The Company holds the sole discretion to end the internship at any point of time if it finds severe indiscipline in attendance, behavior or issue in performance without paying for the entire internship period.

Either of the parties may terminate the internship by giving one week of notice in writing.

3. Confidentiality and Non-Disclosure

1. You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc., relating to the company that may come to your professional knowledge during your internship period with the company. Upon joining you shall be signing the **'Employee Non-Disclosure Agreement'** with us in this regard.

2. The terms of this internship, including stipend information, are confidential and should not be discussed with other employees, potential employees, competitive companies or client personnel. Disclosure of this information would result in consideration of the withdrawal of this Agreement or

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Joy Technologies

termination of internship / employment. We hope you will appreciate the business considerations behind our Agreement and confidentiality of compensation information.

3. Status Reports
You will provide the company with any reports that are deemed necessary, including time sheets, periodic summaries of your work-related activities and accomplishments.

4. Relationship
Your association with the company is purely an internship assignment basis and nothing in this letter shall be deemed to create a relationship of employment between you and the company.
Please sign the duplicate of this letter as a token of your acceptance of the terms and conditions mentioned herein.

We are looking forward to a mutually rewarding relationship.
Wishing you all the best!

For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

Feb 20 2023 17:44 IST

Zoho Sign Document ID: DF8A2C58C-2VZBIICGIIVWJ3BOJGDHYENGY-C_MYKBAT2FNBRMUIC

Joy Technologies

Date: 20th Feb 2023

To,
Sai Sahana Malapati,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Sai Sahana Malapati,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
You will be paid a consolidated Stipend of **Rs. 7000/- (Seven Thousand Rupees Only)** per month. **CTC: 2.6 LPA** Noclaim for further benefits such as employment confirmation, additional expenses etc., shall be entertained.

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For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

Feb 20 2023 17:44 IST

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Joy Technologies

Date: 20th Feb 2023

To,
U Dharun Kumar,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **U Dharun Kumar,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
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For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

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Joy Technologies

Date: 20th Feb 2023

To,
Reddi Shiva Kumar,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Reddi Shiva Kumar,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
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For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

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Joy Technologies

Date: 20th Feb 2023

To,
P.SASIDHARAN,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **P.SASIDHARAN,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
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Wishing you all the best!

For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

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Joy Technologies

Date: 20th Feb 2023

To,
S.lokesh,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **S.lokesh,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
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Wishing you all the best!

For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

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Joy Technologies

Date: 20th Feb 2023

To,
B.Dinesh,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **B.Dinesh,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
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Wishing you all the best!

For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

Feb 20 2023 17:44 IST

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Joy Technologies

Date: 20th Feb 2023

To,
Anand. P,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Anand. P,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
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Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

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Joy Technologies

Date: 20th Feb 2023

To,
N.AARTHY,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **N.AARTHY,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

1. Stipend
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For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

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Joy Technologies

Date: 20th Feb 2023

To,
Karthick D,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **Karthick D,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

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For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

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Joy Technologies

Date: 20th Feb 2023

To,
PRASANTH. K,
Bharath Institute of Higher Education and Research
Chennai - 600073.

Dear **PRASANTH. K,**

On behalf of **Joy Kingdom Software Services LLP** we are pleased to offer you a **Digital Marketing Intern** role with our company. The purpose of this letter is to summarize the terms of your internship assignment with the company.

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Wishing you all the best!

For Joy Kingdom Software Services LLP

Authorized Signatory
Samuel Darwin
Chief Executive Officer

Bheemaneni Sowmya

Feb 20 2023 17:44 IST

24 May 2023

Hyderabad

Letter of Intent

Dear **R Omesh Vishaal,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: R Omesh Vishaal

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Sabarinath S,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Sabarinath S

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Sadeneni Harshith,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Sadeneni Harshith

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Sadipiralla Bharadwajareddy,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Sadipiralla Bharadwajareddy

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **K Sai Kiran,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

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3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: K Sai Kiran

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Palacharla Sai Shiva,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Palacharla Sai Shiva

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Sama Sunder,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Sama Sunder

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Samundi Priya,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Samundi Priya

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Samudrala Lokesh,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Samudrala Lokesh

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Naga Kishore Sanam,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Naga Kishore Sanam

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Shiva Rama Krishna Sangani,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Shiva Rama Krishna Sangani

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Saravanan V,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Saravanan V

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Srikanth Reddy Sareddy,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Srikanth Reddy Sareddy

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Sarika Naveen Kumar,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Sarika Naveen Kumar

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Sathi Lakshman Sainadh,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Sathi Lakshman Sainadh

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Abdul Khaleem,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Abdul Khaleem

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Althaf Shaik,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Althaf Shaik

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Shaik Ayub,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Shaik Ayub

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Shaik Ibrahim,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Shaik Ibrahim

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Shankar Sammeta,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Shankar Sammeta

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Shankula Chandu,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Shankula Chandu

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Shanthosh Kumar Pandian,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Shanthosh Kumar Pandian

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Shanthosh S,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Shanthosh S

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Sheshamsetty Vishnu Chakravarthi,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

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ANNEXURE – A: SALARY STRUCTURE

Name: Sheshamsetty Vishnu

Chakravarthi

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

24 May 2023

Hyderabad

Letter of Intent

Dear **Shiam Selvaraj,**

It was a pleasure interacting with you during our interview process and we believe that you will make a great asset to Keka. We are pleased to issue this offer to you, for the role of **Customer Success Manager**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best out of you.

We look forward to working with you at the earliest.

1. Your date of joining will be **29 May, 2023** and the offer stands withdrawn after that unless the date is extended by us and communicated to you in writing.

2. You will be working in our office, based out of **Hyderabad.** Also, if the need arises, you will work for the company's subsidiaries, or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

3. From your joining date, you will undergo a **3-month probationary period**, during which you'll be evaluated and converted to a full-time employee following a review. You'll be required to maintain standards of performance & uphold the company's values at all times.

4. Your annual gross salary will be **INR 4,00,000.00** calculated as Cost to Company which includes INR **400000** as your fixed component and **INR 40000** as a bonus which will be paid after 12 months of employment with Keka. The break-up of the salary is attached herewith in Annexure-A. You will also be eligible for performance-based incentives of up to **INR 60000** post-conversion as a full-time employee.

5. You or the company can initiate termination by giving a written notice, with a notice period of **60 days**. Either party can accelerate/reduce the notice period by compensating the other party with the pay in lieu of notice on a pro-rata basis.

6. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company, post-completion of your **training, and probation period**. You will be entitled to leave and holidays per the company's policy.

We welcome you to Keka and look forward to a long and mutually beneficial association.

For Keka Technologies Pvt Ltd.

- - Confidential - -

ANNEXURE – A: SALARY STRUCTURE

Name: Shiam Selvaraj

Designation: Customer Success Manager

Date of Joining: 29 May, 2023

EARNINGS	**MONTHLY**	**YEARLY**
Basic	16,666.67	2,00,000.00
HRA	6,666.67	80,000.00
Special Allowance	4,033.33	48,400.00
Conveyance	2,916.67	35,000.00
Medical Reimbursement	1,250.00	15,000.00
SUB TOTAL (A)	31,533.34	3,78,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	1,800.00	21,600.00
TOTAL (A-B)	29,733.33	3,56,800.00
BONUSES		**AMOUNT**
Performance linked incentive		60,000.00
Retention Bonus		40,000.00
TOTAL BONUSES (C)		1,00,000.00
Total (A-B+C)		4,56,800.00

Provident Fund

The Company contributes a percentage of your primary salary, per the Provident Fund Guidelines, towards the Employee's Provident Fund.

Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source per the prevailing income tax law. You will be responsible for the declaration of your total income to the appropriate authority as and when required by law.

Other Perks

You are in addition eligible for Medical Insurance. Other allowances such as expense reimbursements for mobile and commute are dependent on the job needs.

KodNest Technologies Pvt Ltd,

CPR Tower, 4th & 5th Floor, Above Reliance Fresh,
Stage 2, BTM Layout, Bengaluru, Karnataka 560076

24-March-2023

Sub: Offer Confirmation Letter

Burla Naveen Kumar,

Congratulations on being selected for our CSR Program 2023!

We are delighted to offer you the position of **"Trainee"** at KodNest Technologies Pvt. Ltd., Bengaluru. We are offering free training with unlimited placement to all participants in this program.

To ensure all compliance with the terms and conditions, we ask that you please read and understand the following before signing the CSR Offer Confirmation Letter.

TERMS AND CONDITIONS

1. Completion of the Dream factory 2023 program is mandatory before the deadline as this is a prerequisite for the validity of this CSR offer.

2. To be eligible for the CSR program offer, the Trainee must agree to comply with all of KodNest's policies and procedures. It is also crucial to acknowledge that failure to accept this offer within 15 days will result in the Trainee forfeiting their seat and no longer being eligible for the program.

3. Participation in all training and placement drives and opportunities that meet the criteria provided by KodNest through various channels is mandatory for the trainee. The trainee must actively participate in all such opportunities and ensure that they obtain pre-approval in case of emergency situations. Failure to comply with this requirement may result in disciplinary action, up to and including termination of the training opportunity.

4. Rest assured that Kodnest will not charge any fees or require any payment of any kind from the trainee who has been selected through the CSR program. It is our pleasure to offer this opportunity to you without any financial burden.

5. KodNest takes its policies and code of conduct very seriously and expects its Trainees to abide by them at all times. In case of any violation of policy or misconduct, KodNest reserves the right to terminate your Training immediately, without prior notice. Such violations could include but are not limited to, inappropriate behavior, harassment, discrimination, or other acts that may harm the reputation or training and learning environment of KodNest. Such actions would be taken only after due investigation and consideration of the circumstances surrounding the breach or misconduct. KodNest will strive to ensure that such actions are fair and reasonable and that trainees are aware of the reasons for such actions.

6. We will inform you of the mode of training, 15 days prior to your joining date. To ensure the validity of the offer, it is required that you have no pending backlogs at the time of joining.

7. KodNest Technologies Pvt. Ltd. will provide the training materials (Welcome kits).

Securing a job on campus is a common aspiration, but you need not worry as KodNest is here to help you make that dream come true through our KodNest CSR & Dream Factory program. We offer immersive learning experiences and a plethora of placement opportunities, so make the most of this chance. If not, we look forward to meeting you at KodNest's world-class physical and digital infrastructure.

We are dedicated to giving back to society through education and are thrilled to support talented and motivated individuals like you in achieving your goals. Congratulations on being selected for our CSR Drive, and we look forward to embarking on this journey together.

Kindly sign and return a copy of this letter.

We welcome you and wish you the best in your career.

Confidentiality policy

- All documents provided by the company must be kept confidential except in the case of legal advice.

Regards,

Akash Pandey
CEO & Co-Founder

Accepted

(Signature of the Candidate)

ANNEXURE 1:

List of documents copies to be submitted while reporting at KodNest and now you can reply back to the same email by replying I accept the offer if you accept it.

1. Education provisional certificate and mark sheets of the highest qualification degree / professional qualification.

2. One (1) passport-size photograph.

3. Copy of the PAN (permanent account number) Card, self-attested.

4. Any Govt ID Proof - One copy.

306, 4th Main Rd, Burma Colony,

Industrial Estate, Perungudi,

Chennai, Tamil Nadu 600096

Offer Letter

Dear **Syed Afroz Fareed Ali**

We are pleased to offer you that full-time position of technical discussion at Leoprime with a start date of 02nd March 2020, You will be reporting directly to Mr. G Kumar at Chennai. We believe your skills and experience are an excellent match for our company.

The annual Starting salary for this position is **2.4 LPA** to be paid.

Your employment with Leoprime will be on an at will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period pf time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mr. G Kumar

HR Team

Ph: +91 99452 57112

306, 4th Main Rd, Burma Colony,

Industrial Estate, Perungudi,

Chennai, Tamil Nadu 600096

Offer Letter

Dear **F Ameen**

We are pleased to offer you that full-time position of technical discussion at Leoprime with a start date of 02nd March 2020, You will be reporting directly to Mr. G Kumar at Chennai. We believe your skills and experience are an excellent match for our company.

The annual Starting salary for this position is **2.4 LPA** to be paid.

Your employment with Leoprime will be on an at will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period pf time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mr. G Kumar

HR Team

Ph: +91 99452 57112

306, 4th Main Rd, Burma Colony,

Industrial Estate, Perungudi,

Chennai, Tamil Nadu 600096

Offer Letter

Dear **Kadhar Mohideen**

We are pleased to offer you that full-time position of technical discussion at Leoprime with a start date of 02nd March 2020, You will be reporting directly to Mr. G Kumar at Chennai. We believe your skills and experience are an excellent match for our company.

The annual Starting salary for this position is **2.4 LPA** to be paid.

Your employment with Leoprime will be on an at will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period pf time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mr. G Kumar

HR Team

Ph: +91 99452 57112

306, 4th Main Rd, Burma Colony,

Industrial Estate, Perungudi,

Chennai, Tamil Nadu 600096

Offer Letter

Dear **Madhan Kumar**

We are pleased to offer you that full-time position of technical discussion at Leoprime with a start date of 02nd March 2020, You will be reporting directly to Mr. G Kumar at Chennai. We believe your skills and experience are an excellent match for our company.

The annual Starting salary for this position is **2.4 LPA** to be paid.

Your employment with Leoprime will be on an at will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period pf time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mr. G Kumar

HR Team

Ph: +91 99452 57112

306, 4th Main Rd, Burma Colony,

Industrial Estate, Perungudi,

Chennai, Tamil Nadu 600096

Offer Letter

Dear **Prarthana**

We are pleased to offer you that full-time position of technical discussion at Leoprime with a start date of 02nd March 2020, You will be reporting directly to Mr. G Kumar at Chennai. We believe your skills and experience are an excellent match for our company.

The annual Starting salary for this position is **2.4 LPA** to be paid.

Your employment with Leoprime will be on an at will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period pf time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mr. G Kumar

HR Team

Ph: +91 99452 57112

306, 4th Main Rd, Burma Colony,

Industrial Estate, Perungudi,

Chennai, Tamil Nadu 600096

Offer Letter

Dear **M Praveenraj**

We are pleased to offer you that full-time position of technical discussion at Leoprime with a start date of 02nd March 2020, You will be reporting directly to Mr. G Kumar at Chennai. We believe your skills and experience are an excellent match for our company.

The annual Starting salary for this position is **2.4 LPA** to be paid.

Your employment with Leoprime will be on an at will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period pf time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mr. G Kumar

HR Team

Ph: +91 99452 57112

306, 4th Main Rd, Burma Colony,

Industrial Estate, Perungudi,

Chennai, Tamil Nadu 600096

Offer Letter

Dear **Ranjith Kumar**

We are pleased to offer you that full-time position of technical discussion at Leoprime with a start date of 02nd March 2020, You will be reporting directly to Mr. G Kumar at Chennai. We believe your skills and experience are an excellent match for our company.

The annual Starting salary for this position is **2.4 LPA** to be paid.

Your employment with Leoprime will be on an at will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period pf time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mr. G Kumar

HR Team

Ph: +91 99452 57112

306, 4th Main Rd, Burma Colony,

Industrial Estate, Perungudi,

Chennai, Tamil Nadu 600096

Offer Letter

Dear **Singupuram Shanmukha Sai**

We are pleased to offer you that full-time position of technical discussion at Leoprime with a start date of 02nd March 2020, You will be reporting directly to Mr. G Kumar at Chennai. We believe your skills and experience are an excellent match for our company.

The annual Starting salary for this position is **2.4 LPA** to be paid.

Your employment with Leoprime will be on an at will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period pf time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mr. G Kumar

HR Team

Ph: +91 99452 57112

306, 4th Main Rd, Burma Colony,

Industrial Estate, Perungudi,

Chennai, Tamil Nadu 600096

Offer Letter

Dear **Vishnu S**

We are pleased to offer you that full-time position of technical discussion at Leoprime with a start date of 02nd March 2020, You will be reporting directly to Mr. G Kumar at Chennai. We believe your skills and experience are an excellent match for our company.

The annual Starting salary for this position is **2.4 LPA** to be paid.

Your employment with Leoprime will be on an at will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period pf time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mr. G Kumar

HR Team

Ph: +91 99452 57112

306, 4th Main Rd, Burma Colony,

Industrial Estate, Perungudi,

Chennai, Tamil Nadu 600096

Offer Letter

Dear **Sai Prasath A S**

We are pleased to offer you that full-time position of technical discussion at Leoprime with a start date of 02nd March 2020, You will be reporting directly to Mr. G Kumar at Chennai. We believe your skills and experience are an excellent match for our company.

The annual Starting salary for this position is **2.4 LPA** to be paid.

Your employment with Leoprime will be on an at will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period pf time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mr. G Kumar

HR Team

Ph: +91 99452 57112

306, 4th Main Rd, Burma Colony,

Industrial Estate, Perungudi,

Chennai, Tamil Nadu 600096

Offer Letter

Dear **Jaya Prakash J**

We are pleased to offer you that full-time position of technical discussion at Leoprime with a start date of 02nd March 2020, You will be reporting directly to Mr. G Kumar at Chennai. We believe your skills and experience are an excellent match for our company.

The annual Starting salary for this position is **2.4 LPA** to be paid.

Your employment with Leoprime will be on an at will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period pf time.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mr. G Kumar

HR Team

Ph: +91 99452 57112

Levarus

Olympia Technology Park,
Level 5, Fortius Block,
Guindy, Chennai - 600 032, INDIA
Phone +91 99622 00966
Mail - contact@levarus.co.in

Date - 19th Mar, 2023

Dear Kedharish,

We welcome you to Levarus. and we are confident that you will build a long and mutually rewarding career with us. We believe that it is individuals like you who can along with all of us build a world-class company.

We are delighted to offer you the position of Intern at Levarus.

As an intern, you will have the opportunity to work with our team on various assignments and gain valuable experience in the field of Banking/Technology. Your role will include learning fundamentals of banking, software testing and few roles of standard Business Analyst in IT industry. In addition to that you will get the opportunity to do summer project and placement eligibility.

The internship will be for a duration of Four Months starting from 22nd Mar, 2023 and you will be expected to work 48 Hours per week.

You will be reporting to Aarthi Ganesh, Senior Project Manager, Levarus. Incase of any questions, you can write to aarthi.ganesh@levarus.co.in

The details of your compensation package are as follows:

*From 22nd Mar, 2023 to 16th Apr, 2023, there is NO stipend.

*Based on the performance, starting from 17th Apr, 2023, stipend of Rs 10, 000 per month will be provided for the rest of the internship period. From 17th Apr, 2023 onwards, you need to report to Levarus, Tek Meadows, Block B, 3rd Floor, OMR, Elcot Sez, Sholinganallur, Chennai - 600119

We are excited to have you on board and look forward to your contribution to our team. Please sign and return a scan copy of this letter as a confirmation of your acceptance of our offer.

We look forward to working with you and wish you all the best in your upcoming internship.

Sincerely,

Vishnu

Lead - Human Resource

Levarus Solutions Pvt. Ltd

vishnu

23rd March 2023

Ms Hari Priya
No.2, Panchayat Street, Palavakkam,
Chennai, TamilNadu – 600041.

Subject: Internship

Dear Priya

This has reference to the campus drive on 21st March 2023 and the subsequent interview you had with us, we are pleased to inform that you have been selected for Trainee – Hospital Support Executive on "**Continuous Patient Monitoring"**, reporting to Head of Operations. Your training period will for 3 months from 27th March 2023.

Your will be eligible for a stipend of Rs. **12,000/-** per month during your in Training. You will be covered under provisions of PF and ESI during this period and appropriate deductions would be made.

You will be undergoing training in Chennai for two weeks from the starting date of the training, I.e. 27th March'23. Our company will bear your Boarding and Lodging expenses during this training period. Please note the on-job training may vary place to place. Based on your successful completion of training, you will be offered a placement in our organization, as per the company requirements.

Note: Your Name should Match with the below documents given: (Aadhar Card, PAN, Bank Account) if you have any changes with Name, we will not be in a position to enrol you for PF/ESI.

Please submit copies of below documents while you report for internship in Chennai.

1. Proof of Age (10th Marksheet)
2. Proof of Education (Degree marksheet, provisional certificate)
3. Proof of address – Aadhar Card
4. PAN card and bank details (First page of your bank passbook)
5. Two passport size colour photographs

For LS Devices Pvt Ltd.

N. Pattabiraman
(VP – Human Resources)

23rd March 2023

Ms Nama Joharshitha
No.18-371, Market Veedhi, 18th Ward,
Dharmavaram, Ananthapuram,
Andhra Pradesh – 515671.

Subject: Internship

Dear Joharshitha

This has reference to the campus drive on 21st March 2023 and the subsequent interview you had with us, we are pleased to inform that you have been selected for Trainee – Hospital Support Executive on "**Continuous Patient Monitoring"**, reporting to Head of Operations. Your training period will for 3 months from 27th March 2023.

Your will be eligible for a stipend of Rs. **12,000/-** per month during your in Training. You will be covered under provisions of PF and ESI during this period and appropriate deductions would be made.

You will be undergoing training in Chennai for two weeks from the starting date of the training, I.e. 27th March'23. Our company will bear your Boarding and Lodging expenses during this training period. Please note the on-job training may vary place to place. Based on your successful completion of training, you will be offered a placement in our organization, as per the company requirements.

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Please submit copies of below documents while you report for internship in Chennai.

1. Proof of Age (10th Marksheet)
2. Proof of Education (Degree marksheet, provisional certificate)
3. Proof of address – Aadhar Card
4. PAN card and bank details (First page of your bank passbook)
5. Two passport size colour photographs

For LS Devices Pvt Ltd.

N. Pattabiraman
(VP – Human Resources)

Regd. Office : LS Devices Pvt Ltd.
No. 39 B, Jakkur Plantations Road, Bengaluru, Karnataka – 560064

Sales & Communication : LS Devices Pvt Ltd.
Steeple Reach, 25 Cathedral Road, Gopalapuram, Chennai – 600086

+91 84286 94444 info@lifesigns.us www.lifesigns.us | CIN No. U74999KA2020PTC141221

23rd March 2023

Ms Kajol Mandal
No.1-119, Nazrul Nagar-TC,
Nazrul Nagar, Adilabad,
Andhra Pradesh – 504296.

Subject: Internship

Dear Kajol

This has reference to the campus drive on 21st March 2023 and the subsequent interview you had with us, we are pleased to inform that you have been selected for Trainee – Hospital Support Executive on "**Continuous Patient Monitoring"**, reporting to Head of Operations. Your training period will for 3 months from 27th March 2023.

Your will be eligible for a stipend of Rs. **12,000/-** per month during your in Training. You will be covered under provisions of PF and ESI during this period and appropriate deductions would be made.

You will be undergoing training in Chennai for two weeks from the starting date of the training, I.e. 27th March'23. Our company will bear your Boarding and Lodging expenses during this training period. Please note the on-job training may vary place to place. Based on your successful completion of training, you will be offered a placement in our organization, as per the company requirements.

<u>Note:</u> Your Name should Match with the below documents given: (Aadhar Card, PAN, Bank Account) if you have any changes with Name, we will not be in a position to enrol you for PF/ESI.

Please submit copies of below documents while you report for internship in Chennai.

1. Proof of Age (10th Marksheet)
2. Proof of Education (Degree marksheet, provisional certificate)
3. Proof of address – Aadhar Card
4. PAN card and bank details (First page of your bank passbook)
5. Two passport size colour photographs

For LS Devices Pvt Ltd.

N. Pattabiraman
(VP – Human Resources)

Regd. Office : LS Devices Pvt Ltd.
No. 39 B, Jakkur Plantations Road, Bengaluru, Karnataka – 560064

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Steeple Reach, 25 Cathedral Road, Gopalapuram, Chennai – 600086

+91 84286 94444 info@lifesigns.us www.lifesigns.us | CIN No. U74999KA2020PTC141221

23rd March 2023

Mr Syed Mohammed Aslam T
Main Road, Vadaponparappi Post,
Sankarapuram, Vadakeeranur,
Villupuram, TamilNadu – 605702.

Subject: Internship

Dear Syed

This has reference to the campus drive on 21st March 2023 and the subsequent interview you had with us, we are pleased to inform that you have been selected for Trainee – Hospital Support Executive on "**Continuous Patient Monitoring"**, reporting to Head of Operations. Your training period will for 3 months from 27th March 2023.

Your will be eligible for a stipend of Rs. **12,000/-** per month during your in Training. You will be covered under provisions of PF and ESI during this period and appropriate deductions would be made.

You will be undergoing training in Chennai for two weeks from the starting date of the training, I.e. 27th March'23. Our company will bear your Boarding and Lodging expenses during this training period. Please note the on-job training may vary place to place. Based on your successful completion of training, you will be offered a placement in our organization, as per the company requirements.

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Please submit copies of below documents while you report for internship in Chennai.

1. Proof of Age (10th Marksheet)
2. Proof of Education (Degree marksheet, provisional certificate)
3. Proof of address – Aadhar Card
4. PAN card and bank details (First page of your bank passbook)
5. Two passport size colour photographs

For LS Devices Pvt Ltd.

N. Pattabiraman
(VP – Human Resources)

Regd. Office : LS Devices Pvt Ltd.
No. 39 B, Jakkur Plantations Road, Bengaluru, Karnataka – 560064

Sales & Communication : LS Devices Pvt Ltd.
Steeple Reach, 25 Cathedral Road, Gopalapuram, Chennai – 600086

+91 84286 94444 info@lifesigns.us www.lifesigns.us | CIN No. U74999KA2020PTC141221

23rd March 2023

Ms Poorani V T
No.1/7, Lakshmi Nagar, 3rd Street,
Nehru Rajiv Nagar, Velacherry,
Chennai, TamilNadu – 600042.

Subject: Internship

Dear Poorani

This has reference to the campus drive on 21st March 2023 and the subsequent interview you had with us, we are pleased to inform that you have been selected for Trainee – Hospital Business Executive on "**Continuous Patient Monitoring"**, reporting to Head of Operations. Your training period will for 3 months from 27th March 2023.

Your will be eligible for a stipend of Rs. **15,000/-** per month during your in Training. You will be covered under provisions of PF and ESI during this period and appropriate deductions would be made.

You will be undergoing training in Chennai for two weeks from the starting date of the training, I.e. 27th March'23. Our company will bear your Boarding and Lodging expenses during this training period. Please note the on-job training may vary place to place. Based on your successful completion of training, you will be offered a placement in our organization, as per the company requirements.

<u>Note:</u> Your Name should Match with the below documents given: (Aadhar Card, PAN, Bank Account) if you have any changes with Name, we will not be in a position to enrol you for PF/ESI.

Please submit copies of below documents while you report for internship in Chennai.

1. Proof of Age (10th Marksheet)
2. Proof of Education (Degree marksheet, provisional certificate)
3. Proof of address – Aadhar Card
4. PAN card and bank details (First page of your bank passbook)
5. Two passport size colour photographs

For LS Devices Pvt Ltd.

N. Pattabiraman
(VP – Human Resources)

Regd. Office : LS Devices Pvt Ltd.
No. 39 B, Jakkur Plantations Road, Bengaluru, Karnataka – 560064

Sales & Communication : LS Devices Pvt Ltd.
Steeple Reach, 25 Cathedral Road, Gopalapuram, Chennai – 600086

+91 84286 94444 info@lifesigns.us www.lifesigns.us | CIN No. U74999KA2020PTC141221

23rd March 2023

Ms Rithuparna K
No.4/28, Maya Street, Poompuhar Nagar,
Ambattur, Tiruvallur, TamilNadu – 600053.

Subject: Internship

Dear Rithuparna

This has reference to the campus drive on 21st March 2023 and the subsequent interview you had with us, we are pleased to inform that you have been selected for Trainee – Hospital Business Executive on "**Continuous Patient Monitoring"**, reporting to Head of Operations. Your training period will for 3 months from 27th March 2023.

Your will be eligible for a stipend of Rs. **15,000/-** per month during your in Training. You will be covered under provisions of PF and ESI during this period and appropriate deductions would be made.

You will be undergoing training in Chennai for two weeks from the starting date of the training, I.e. 27th March'23. Our company will bear your Boarding and Lodging expenses during this training period. Please note the on-job training may vary place to place. Based on your successful completion of training, you will be offered a placement in our organization, as per the company requirements.

Note: Your Name should Match with the below documents given: (Aadhar Card, PAN, Bank Account) if you have any changes with Name, we will not be in a position to enrol you for PF/ESI.

Please submit copies of below documents while you report for internship in Chennai.

1. Proof of Age (10th Marksheet)
2. Proof of Education (Degree marksheet, provisional certificate)
3. Proof of address – Aadhar Card
4. PAN card and bank details (First page of your bank passbook)
5. Two passport size colour photographs

For LS Devices Pvt Ltd.

N. Pattabiraman
(VP – Human Resources)

23rd March 2023

Ms Shilpa S
No.8-84, Choodagondapalli,
Achetapalli, Krishnagiri, TamilNadu –
635110.

Subject: Internship

Dear Shilpa

This has reference to the campus drive on 21st March 2023 and the subsequent interview you had with us, we are pleased to inform that you have been selected for Trainee – Hospital Support Executive on "**Continuous Patient Monitoring"**, reporting to Head of Operations. Your training period will for 3 months from 27th March 2023.

Your will be eligible for a stipend of Rs. **12,000/-** per month during your in Training. You will be covered under provisions of PF and ESI during this period and appropriate deductions would be made.

You will be undergoing training in Chennai for two weeks from the starting date of the training, I.e. 27th March'23. Our company will bear your Boarding and Lodging expenses during this training period. Please note the on-job training may vary place to place. Based on your successful completion of training, you will be offered a placement in our organization, as per the company requirements.

<u>Note:</u> Your Name should Match with the below documents given: (Aadhar Card, PAN, Bank Account) if you have any changes with Name, we will not be in a position to enrol you for PF/ESI.

Please submit copies of below documents while you report for internship in Chennai.

1. Proof of Age (10th Marksheet)
2. Proof of Education (Degree marksheet, provisional certificate)
3. Proof of address – Aadhar Card
4. PAN card and bank details (First page of your bank passbook)
5. Two passport size colour photographs

For LS Devices Pvt Ltd.

N. Pattabiraman
(VP – Human Resources)

Regd. Office : LS Devices Pvt Ltd.
No. 39 B, Jakkur Plantations Road, Bengaluru, Karnataka – 560064

Sales & Communication : LS Devices Pvt Ltd.
Steeple Reach, 25 Cathedral Road, Gopalapuram, Chennai – 600086

+91 84286 94444 info@lifesigns.us www.lifesigns.us | CIN No. U74999KA2020PTC141221

Maintec

Doc#: EMP/LOI/21022023/646 **September 15, 2023**

Dear **Bomma Manohar Reddy,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

Maintec Confidential

Maintec

Doc#: EMP/LOI/21022023/647 **September 15, 2023**

Dear **Soma Ajay,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Maintec

Doc#: EMP/LOI/21022023/648 **September 15, 2023**

Dear **Rajesh Chowdary Yampati,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Doc#: EMP/LOI/21022023/649 **September 15, 2023**

Dear **Yuva Satya Sai Ram Dommeti,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Maintec

Doc#: EMP/LOI/21022023/650 **September 15, 2023**

Dear **Srinivasa Reddy Konda,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Doc#: EMP/LOI/21022023/651 **September 15, 2023**

Dear **Kondaveeti Balaji,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Doc#: EMP/LOI/21022023/652 **September 15, 2023**

Dear **K Greeshmanth Kumar Reddy,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Doc#: EMP/LOI/21022023/653 **September 15, 2023**

Dear **Kopanathi Sivaji,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Maintec

Doc#: EMP/LOI/21022023/654 **September 15, 2023**

Dear **Lokesh Satya Veera Sai Korukonda,**

CONDITIONAL OFFER LETTER

Asper the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Doc#: EMP/LOI/21022023/655 **September 15, 2023**

Dear **Kota Venkatrao,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Maintec

Doc#: EMP/LOI/21022023/656 **September 15, 2023**

Dear **Ashok Reddy Kotapati,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/657 **September 15, 2023**

Dear **Kotekanti Mohammed Arif,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Maintec

Doc#: EMP/LOI/21022023/658 **September 15, 2023**

Dear **Kothapalli Lokesh,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Doc#: EMP/LOI/21022023/659 **September 15, 2023**

Dear **Kothapalli Premveer,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/660 **September 15, 2023**

Dear **Kovvuru Harsha Vardhan Reddy,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/661 **September 15, 2023**

Dear **Akhil Kudikala,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/662 **September 15, 2023**

Dear **Sai Sumanth Kukkadapu,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Doc#: EMP/LOI/21022023/663 **September 15, 2023**

Dear **Lakshmidhar Rao Sandra,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Doc#: EMP/LOI/21022023/664 **September 15, 2023**

Dear **Lansani Prashanth,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
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A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Doc#: EMP/LOI/21022023/665 **September 15, 2023**

Dear **Loganathan K,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

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Doc#: EMP/LOI/21022023/666 **September 15, 2023**

Dear **Narendra Madala,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

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Doc#: EMP/LOI/21022023/667 **September 15, 2023**

Dear **Satish Karumula Madasu,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Doc#: EMP/LOI/21022023/668 **September 15, 2023**

Dear **Maddineni Akash,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/669 **September 15, 2023**

Dear **Manavarthi Venkatshiva,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Doc#: EMP/LOI/21022023/670 **September 15, 2023**

Dear **Mandava Bala Gopi,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/671 **September 15, 2023**

Dear **Maneesh Gandra,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/672 **September 15, 2023**

Dear **Venkata Naga Sai Mannem,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

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Maintec

Doc#: EMP/LOI/21022023/673 **September 15, 2023**

Dear **Srikanth Manthoori,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
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d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

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Maintec

Doc#: EMP/LOI/21022023/674 **September 15, 2023**

Dear **Sharan Kumar Marriboyina,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/675 **September 15, 2023**

Dear **Masanam Rajendra,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/676 **September 15, 2023**

Dear **Dinesh Mani Kumar Matta,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/677 **September 15, 2023**

Dear **Md Naiyar Alam,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/678 **September 15, 2023**

Dear **Md Shahbaz Alam,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Doc#: EMP/LOI/21022023/679 **September 15, 2023**

Dear **Meenelli Venkata Hemanth Kumar,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/680 **September 15, 2023**

Dear **Meesa Mahendhar,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Doc#: EMP/LOI/21022023/681 **September 15, 2023**

Dear **Menchu Ranadish,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/682 **September 15, 2023**

Dear **Saikrishna Merugu,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/683 **September 15, 2023**

Dear **Merugu Sai Tharun,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/684 **September 15, 2023**

Dear **Modugula Vamsi Krishna,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/685 **September 15, 2023**

Dear **Mohamed Aashik,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/686 **September 15, 2023**

Dear **S Mohamed Abdul Sherief,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/687 **September 15, 2023**

Dear **Riyaz Mohammad,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

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Maintec

Doc#: EMP/LOI/21022023/688 **September 15, 2023**

Dear **Mohammad Sami Uddin,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/689 **September 15, 2023**

Dear **Mohammed Masood Ahmed,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/690 **September 15, 2023**

Dear **Mokkapati Sai Sanjay,**

CONDITIONAL OFFER LETTER

Asper the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/691 **September 15, 2023**

Dear **Mondhithoka Jayakumar,**

CONDITIONAL OFFER LETTER

Asper the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/692 **September 15, 2023**

Dear **Muddana Vamsi Krishna,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/693 **September 15, 2023**

Dear **M Mukilan,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/694 **September 15, 2023**

Dear **Mukkapati Ravi Krishna,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Doc#: EMP/LOI/21022023/695 **September 15, 2023**

Dear **Chandra Sekhar Muppalla,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Doc#: EMP/LOI/21022023/696 **September 15, 2023**

Dear **Nagaboina Naresh,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Doc#: EMP/LOI/21022023/697 **September 15, 2023**

Dear **Sai Teja Nagapuri,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

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Maintec

Doc#: EMP/LOI/21022023/698 **September 15, 2023**

Dear **Nagula Rohith,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/699 **September 15, 2023**

Dear **Nalla Sanjay Kumar,**

CONDITIONAL OFFER LETTER

Asper the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/700 **September 15, 2023**

Dear **Nalluri Manikanta,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/701 **September 15, 2023**

Dear **Nandyala Dhanush Reddy,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
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Maintec

Doc#: EMP/LOI/21022023/702 **September 15, 2023**

Dear **Nandyala Venkata Rakesh Reddy,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
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Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

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Maintec

Doc#: EMP/LOI/21022023/703 **September 15, 2023**

Dear **Naredla Charan Reddy,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
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d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
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You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

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Maintec

Doc#: EMP/LOI/21022023/704 **September 15, 2023**

Dear **Hari Gopal Reddy Naredla,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

Maintec Confidential

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Maintec

Doc#: EMP/LOI/21022023/705 **September 15, 2023**

Dear **Naresh L,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Maintec

Doc#: EMP/LOI/21022023/706 **September 15, 2023**

Dear **Nargani Surya Kiran,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Doc#: EMP/LOI/21022023/707 **September 15, 2023**

Dear **Jgnana Chandu Narikonda,**

CONDITIONAL OFFER LETTER

Asper the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Doc#: EMP/LOI/21022023/708 **September 15, 2023**

Dear **Shiva Venkata Sai Kumar Nelluri,**

CONDITIONAL OFFER LETTER

Asper the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Maintec

Doc#: EMP/LOI/21022023/709 **September 15, 2023**

Dear **Neredikomma Arun Kumar,**

CONDITIONAL OFFER LETTER

As per the interview held at **Bharath Institute of Higher Education and Research**, on **August 17, 2022**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

a. Your designation will be **Support Engineer-L1 (Network Analyst/DC-Ops)**
b. Your initial place of work will be at **Bangalore / Chennai / Noida.**
c. On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
d. You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,40,000/- (Rupees Two Lakh Fourty Thousand only)** per annum.
e. You agree for the fact that after the successful completion of training & client assessment, you shall join theclient location as intimated and as per the employment terms and conditions without fail.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 58 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd

Malathi Krishnan
Associate Manager - HR

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **May 03, 2023** or any other date which may be decided as per mutual discussions**.**

Candidate's Signature:_____ **Date**: _____

Note#1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.
Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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(MSPL/HR/Offer/2023)

March 02nd, 2023

Mr. Gogulamanda Sandeep Ratna,
S/O **Devaraju,**
12-55, Ramannapalem,
Ambethkar Vigraham, Pitta
Vari Peta, West Godavari,
Andhra Pradesh- 534280

Registered Office Address:
Methodex Systems Pvt. Ltd.
607-608 Meghdoot Building, 94,
Nehru Place, New Delhi -110019

SUBJECT:- Offer Letter

Dear Mr. Gogulamanda Sandeep Ratna,

1. On behalf of Methodex Systems Private Limited we are pleased to offer you the position of **"Territory Sales Executive". .** The employment terms contained in this letter are subject to Company's Policies. The location of your initial reporting will be **"Vijayawada"** India and your date of joining would be **06th March,2023.** As mutually agreed, your CTC will be **3,00,000** Indian Rupees per annum (Three Lakhs Only).

2. **Salary and Benefits**
   We are pleased to offer you an annual fixed compensation as discussed with you during the course of interview. All applicable taxes, including taxes levied on the remuneration, benefits/ perquisite payable to you by the Company, statutory contributions made on your behalf by the Company shall be borne and paid by you.

3. **Reporting**
   You will be reporting to "**Regional Head**" and you will be on probation of 6 months from Date of Joining.

4. **Employment terms**
   I. You will be in exclusive employment of the company and will not be employed with any other company or offer your services with or without pay to any person or to be occupied in your own business without the prior or written permission of the company. This implies as a Full-time employee of Methodex, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of Methodex.

   II. The Company may transfer you to any other location or any affiliate or associate company in India in existence or which may come up later on, such transfers will not give you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees at the new place/office.

   III. Your age of retirement from the services will be on attaining the age of superannuation which presently is sixty years. However, you may be retired at any age before attaining the age of sixty years during your tenure in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or not able to perform given work or declared medically unfit. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls. The decision of the company that you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or not able to perform given work shall be final and binding on you and cannot be challenged in any court of law or otherwise.

   IV. This contract of employment is terminable by either party by giving 7 days notice to the other party, without assigning any reasons thereof. The Company reserves its right to pay or recover upto one week's fixed salary in lieu of notice. On acceptance of the notice of termination, you will return to the Company all books, materials, documents, drawings, data or records belonging to the Company or any of its affiliates or customers and you shall not make or retain any copy thereof.

   V. If any information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company shall be entitled to terminate this contract without giving any notice.

5. **Confidentiality**

Due to the nature of your work, you will handle confidential information of the company its affiliates and clients. It is a condition of employment that you will observe and maintain secrecy and confidentiality of information relating to company processes, operations and procedures.

6. **Contingencies**

This agreement is contingent upon the successful completion of a background and reference check (which may include a criminal record check) to the satisfaction of MSPL. If the background and reference check is not to MSPL satisfaction or the Approvals are not obtained, for any reason, this agreement will be deemed null and void (with no obligation owed by either party). You warrant that by joining MSPL you are not in breach of any contractual obligations binding upon you by virtue of any previous employment.

7. Your work in the Company will be subjected to the rules and regulations of the Company, as promulgated, and modified from time to time in relation to your conduct discipline and other matters.

8. You agree and acknowledge that the Company (through its authorized representative) and you may sign this contract of employment using an electronic signature or handwritten ink signature to indicate acceptance of the terms and conditions of this contract of employment by both parties i.e, the Company and you. In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the offer with the Company as may be amended or altered from time to time at the discretion of the Company will also apply to you. All the aforesaid rules and regulations shall be duly communicated to you as and when they become applicable.

9. Your employment shall be governed by and construed in accordance with the laws of India and the courts of Delhi shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

10. At the time of accepting this letter, please submit a proof of your DOB and permanent residence.

We look forward to having a fruitful association with you and hope that you find working with Methodex Systems truly fulfilling.

We are looking forward to receiving your acceptance and joining the services of the Company within 5 days failing which the Management reserves its rights to either extend the date or withdraw and treat this letter as cancelled.

Yours sincerely,

For Methodex Systems Pvt. Ltd.

Manjeet Gehlawat
Sr. Manager-Personnel & Administration

I accept this offer and I understand that I am required to sign the Employee Inventions and Proprietary Rights Assignment Agreement before starting employment with the Company. I agree to join the services of the Company on or before.

Signature:

(MSPL/HR/Offer/2023)

March 03rd, 2023

Mr. Mohammed Azarudeen S,
S/O **Sirajudeen,**
1071/A, C.M. Nagar, Kaveri Nagar, Gandhi Nagar, East Oddanchatram, Dindigul, Tamil Nadu- 624619

Registered Office Address:
Methodex Systems Pvt. Ltd.
607-608 Meghdoot Building, 94, Nehru Place, New Delhi -110019

SUBJECT:- Offer Letter

Dear Mr. Mohammed Azarudeen S,

1. On behalf of Methodex Systems Private Limited we are pleased to offer you the position of **"Territory Sales Executive". .** The employment terms contained in this letter are subject to Company's Policies. The location of your initial reporting will be **"Coimbatore"** India and your date of joining would be **13th March,2023.** As mutually agreed, your CTC will be **3,00,000** Indian Rupees per annum (Three Lakhs Only).

2. **Salary and Benefits**
   We are pleased to offer you an annual fixed compensation as discussed with you during the course of interview. All applicable taxes, including taxes levied on the remuneration, benefits/ perquisite payable to you by the Company, statutory contributions made on your behalf by the Company shall be borne and paid by you.

3. **Reporting**
   You will be reporting to "**Regional Head**" and you will be on probation of 6 months from Date of Joining.

4. **Employment terms**
   I. You will be in exclusive employment of the company and will not be employed with any other company or offer your services with or without pay to any person or to be occupied in your own business without the prior or written permission of the company. This implies as a Full-time employee of Methodex, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of Methodex.

   II. The Company may transfer you to any other location or any affiliate or associate company in India in existence or which may come up later on, such transfers will not give you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees at the new place/office.

   III. Your age of retirement from the services will be on attaining the age of superannuation which presently is sixty years. However, you may be retired at any age before attaining the age of sixty years during your tenure in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or not able to perform given work or declared medically unfit. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls. The decision of the company that you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or not able to perform given work shall be final and binding on you and cannot be challenged in any court of law or otherwise.

   IV. This contract of employment is terminable by either party by giving 7 days notice to the other party, without assigning any reasons thereof. The Company reserves its right to pay or recover upto one week's fixed salary in lieu of notice. On acceptance of the notice of termination, you will return to the Company all books, materials, documents, drawings, data or records belonging to the Company or any of its affiliates or customers and you shall not make or retain any copy thereof.

   V. If any information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company shall be entitled to terminate this contract without giving any notice.

5. **Confidentiality**

Due to the nature of your work, you will handle confidential information of the company its affiliates and clients. It is a condition of employment that you will observe and maintain secrecy and confidentiality of information relating to company processes, operations and procedures.

6. **Contingencies**

This agreement is contingent upon the successful completion of a background and reference check (which may include a criminal record check) to the satisfaction of MSPL. If the background and reference check is not to MSPL satisfaction or the Approvals are not obtained, for any reason, this agreement will be deemed null and void (with no obligation owed by either party). You warrant that by joining MSPL you are not in breach of any contractual obligations binding upon you by virtue of any previous employment.

7. Your work in the Company will be subjected to the rules and regulations of the Company, as promulgated, and modified from time to time in relation to your conduct discipline and other matters.

8. You agree and acknowledge that the Company (through its authorized representative) and you may sign this contract of employment using an electronic signature or handwritten ink signature to indicate acceptance of the terms and conditions of this contract of employment by both parties i.e, the Company and you. In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the offer with the Company as may be amended or altered from time to time at the discretion of the Company will also apply to you. All the aforesaid rules and regulations shall be duly communicated to you as and when they become applicable.

9. Your employment shall be governed by and construed in accordance with the laws of India and the courts of Delhi shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

10. At the time of accepting this letter, please submit a proof of your DOB and permanent residence.

We look forward to having a fruitful association with you and hope that you find working with Methodex Systems truly fulfilling.

We are looking forward to receiving your acceptance and joining the services of the Company within 5 days failing which the Management reserves its rights to either extend the date or withdraw and treat this letter as cancelled.

Yours sincerely,

For Methodex Systems Pvt. Ltd.

Manjeet Gehlawat
Sr. Manager-Personnel & Administration

I accept this offer and I understand that I am required to sign the Employee Inventions and Proprietary Rights Assignment Agreement before starting employment with the Company. I agree to join the services of the Company on or before.

Signature:

(MSPL/HR/Offer/2023)

March 01st, 2023

Mr. R Govardhan,
S/O **Rajan,**
2 B4, Kanagalakshmi Apartments, Srinivasan Street, Ullagaram, Madipakkam, Sholinganallur, Kancheepuram, Tamil Nadu- 600091

Registered Office Address:
Methodex Systems Pvt. Ltd.
607-608 Meghdoot Building,
94, Nehru Place
New Delhi -110019

SUBJECT:- Offer Letter

Dear Mr. R Govardhan,

1. On behalf of Methodex Systems Private Limited we are pleased to offer you the position of **"Territory Sales Executive". .** The employment terms contained in this letter are subject to Company's Policies. The location of your initial reporting will be **"Chennai"** India and your date of joining would be **06th March,2023.** As mutually agreed, your CTC will be **3,00,000** Indian Rupees per annum (Three Lakhs Only).

2. **Salary and Benefits**
   We are pleased to offer you an annual fixed compensation as discussed with you during the course of interview. All applicable taxes, including taxes levied on the remuneration, benefits/ perquisite payable to you by the Company, statutory contributions made on your behalf by the Company shall be borne and paid by you.

3. **Reporting**
   You will be reporting to "**Regional Head**" and you will be on probation of 6 months from Date of Joining.

4. **Employment terms**
   I. You will be in exclusive employment of the company and will not be employed with any other company or offer your services with or without pay to any person or to be occupied in your own business without the prior or written permission of the company. This implies as a Full-time employee of Methodex, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of Methodex.

   II. The Company may transfer you to any other location or any affiliate or associate company in India in existence or which may come up later on, such transfers will not give you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees at the new place/office.

   III. Your age of retirement from the services will be on attaining the age of superannuation which presently is sixty years. However, you may be retired at any age before attaining the age of sixty years during your tenure in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or not able to perform given work or declared medically unfit. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls. The decision of the company that you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or not able to perform given work shall be final and binding on you and cannot be challenged in any court of law or otherwise.

   IV. This contract of employment is terminable by either party by giving 7 days notice to the other party, without assigning any reasons thereof. The Company reserves its right to pay or recover upto one week's fixed salary in lieu of notice. On acceptance of the notice of termination, you will return to the Company all books, materials, documents, drawings, data or records belonging to the Company or any of its affiliates or customers and you shall not make or retain any copy thereof.

   V. If any information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company shall be entitled to terminate this contract without giving any notice.

5. **Confidentiality**

Due to the nature of your work, you will handle confidential information of the company its affiliates and clients. It is a condition of employment that you will observe and maintain secrecy and confidentiality of information relating to company processes, operations and procedures.

6. **Contingencies**

This agreement is contingent upon the successful completion of a background and reference check (which may include a criminal record check) to the satisfaction of MSPL. If the background and reference check is not to MSPL satisfaction or the Approvals are not obtained, for any reason, this agreement will be deemed null and void (with no obligation owed by either party). You warrant that by joining MSPL you are not in breach of any contractual obligations binding upon you by virtue of any previous employment.

7. Your work in the Company will be subjected to the rules and regulations of the Company, as promulgated, and modified from time to time in relation to your conduct discipline and other matters.

8. You agree and acknowledge that the Company (through its authorized representative) and you may sign this contract of employment using an electronic signature or handwritten ink signature to indicate acceptance of the terms and conditions of this contract of employment by both parties i.e, the Company and you. In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the offer with the Company as may be amended or altered from time to time at the discretion of the Company will also apply to you. All the aforesaid rules and regulations shall be duly communicated to you as and when they become applicable.

9. Your employment shall be governed by and construed in accordance with the laws of India and the courts of Delhi shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

10. At the time of accepting this letter, please submit a proof of your DOB and permanent residence.

We look forward to having a fruitful association with you and hope that you find working with Methodex Systems truly fulfilling.

We are looking forward to receiving your acceptance and joining the services of the Company within 5 days failing which the Management reserves its rights to either extend the date or withdraw and treat this letter as cancelled.

Yours sincerely,

For Methodex Systems Pvt. Ltd.

Manjeet Gehlawat
Sr. Manager-Personnel & Administration

I accept this offer and I understand that I am required to sign the Employee Inventions and Proprietary Rights Assignment Agreement before starting employment with the Company. I agree to join the services of the Company on or before.

Signature:

Date: January 4, 2023

Dear **Dinesh Babu H**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Ramjee Golla**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Viignesh Manikanta Reddy Velagala**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Adarsh Dameruppula**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Madhusudhan Reddy B G**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Yanamala Suresh**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Manjunatha Pujari**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

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Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Puvvalla Sai Krishna**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Rachakonda Prakash Yadagiri**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Rai Kishore Reddy**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Raja Venkata Sai Krishna Pagadala**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Rajarajan V**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Rajashekar Reddy Yekkanti**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Tadi Rakesh Pavan**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

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5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

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Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

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    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Ramakkapeta Akhil Reddy**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **V Ramapriyan**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Samuel Saty Anwesh**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Rasineni Reddy Sekhar Naidu**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Ravirela Akhil**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Rayudu Harish Sravan**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Vamshikrishna Regonda**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Subhash Chandra Chowdary Regula**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Lakshmana Swamy Naidu Repalle**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Repana Prasad**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Revuru Venkata Sumanth Reddy**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Rikkala Vardhan Reddy**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Rishi Krish I S**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Rohith G**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

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6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

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Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

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    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Rompicherla Purna Chandrarao**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter

Date: January 4, 2023

Dear **Roshini S**

Welcome to Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee.** Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **3,75,000**/- (Rupees Three Lakh and Seventy Five Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,71,000**/- (Rupees Two Lakh and Seventy-One Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9,000**/- (Rupees Nine Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations, and conditions of service of that location.

1. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

2. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

3. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

4. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

5. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

6. **Probation:** You will be on probation for a period of three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

7. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice, or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

1. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

2. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

3. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

4. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

5. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. Non-compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

6. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company

to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

1. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

2. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

3. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

4. **Termination for breach:** Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited) reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

5. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

6. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

1. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

2. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

   As a token of acceptance of this offer letter, please sign your acceptance by e-mail to campus.career@movate.com **and Srimagesh.srinivasarao@movate.com within three business days from the receipt of the offer** else, this Offer letter stands void.
   The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate Technologies (Formerly CSS Corp), and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate Technologies (Formerly CSS Corp). It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

   Accepted:

Full Name Date

For Movate Technologies Private Limited (Formerly known as CSS Corp Private Limited)

P R Manikantan
Senior Director – Campus & Institutional Alliance

1. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

Annexure 1

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
    a. Degree certificates and those of other professional qualifications
    b. Photocopies of Certifications if any

2. Recent Colour Photographs
    a. Passport size photographs – 4 Numbers for self
    b. Stamp size photographs – 2 Numbers for self

3. Personal details
    i) Copy of Valid Passport and Valid Visas
    ii) Copy of PAN Card
    iii) Copy of Ration card / address proof
    iv) Details of immediate family members (name and Date of birth) for Medical Insurance

4. Signed Copy of Appointment Letter
1.

N DOT DORWIN
FACADE SOLUTIONS PVT. LTD

CONDITIONAL OFFER LETTER

Dear **Sidhartha Padakanti,**

Greetings from N Dot Dorwin Façade Solutions Pvt. Ltd!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform you that you are selected for the position of **"Civil Design Engineer"** at N Dot Dorwin Façade Solutions Pvt. Ltd.,

Please note our offer of employment is subject to the submission of your antecedents & your 10th Grade Original Certificate at the time of joining.

Please report with all the required documents at the office on **20th June 2023** at 11AM.

1. All-Academic Qualification Certificates & Photo Copies.
2. Identity Proof (Passport/Voter/Driving License & Pan) two Photocopies of each.
3. Color Passport size photos
4. Residence Proof of Permanent Native Place
5. Updated Resume
6. Offer Letter Hard Copy
7. PAN Card Mandatory

We wish you all the best and look forward to welcoming you to **N Dot Dorwin Façade Solutions Pvt. Ltd Group**.

Please confirm your acceptance offer with the above terms through a reply mail; else this offer shall stand automatically withdrawn.

We are welcoming you on board for a successful career with Erevna Family. If the above terms are acceptable, kindly acknowledge the receipt of the same.

Reporting Venue:

Flat No. 6, Second floor, Door no. 20,
Old no.2178, Rajparis Karpagam flats,1
2th Main Road, Annanagar.
Chennai - 600040.

With Regards,

Lalitha S

N Dot Dorwin Façade Solutions Pvt. Ltd

Lalitha.s@ndotdorwin.com

N DOT DORWIN
FACADE SOLUTIONS PVT. LTD

CONDITIONAL OFFER LETTER

Dear **Seetha T,**

Greetings from N Dot Dorwin Façade Solutions Pvt. Ltd!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform you that you are selected for the position of **"Civil Design Engineer"** at N Dot Dorwin Façade Solutions Pvt. Ltd.,

Please note our offer of employment is subject to the submission of your antecedents & your 10th Grade Original Certificate at the time of joining.

Please report with all the required documents at the office on **20th June 2023** at 11AM.

1. All-Academic Qualification Certificates & Photo Copies.
2. Identity Proof (Passport/Voter/Driving License & Pan) two Photocopies of each.
3. Color Passport size photos
4. Residence Proof of Permanent Native Place
5. Updated Resume
6. Offer Letter Hard Copy
7. PAN Card Mandatory

We wish you all the best and look forward to welcoming you to **N Dot Dorwin Façade Solutions Pvt. Ltd Group**.

Please confirm your acceptance offer with the above terms through a reply mail; else this offer shall stand automatically withdrawn.

We are welcoming you on board for a successful career with Erevna Family. If the above terms are acceptable, kindly acknowledge the receipt of the same.

Reporting Venue:

Flat No. 6, Second floor, Door no. 20,
Old no.2178, Rajparis Karpagam flats,1
2th Main Road, Annanagar.
Chennai - 600040.

With Regards,

Lalitha S

N Dot Dorwin Façade Solutions Pvt. Ltd

Lalitha.s@ndotdorwin.com

NDR Infotech

Empowering for Excellence

February 02, 2023

To

Mr/Ms.Gopikrishna V,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Gopikrishna V,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. 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 provisionally selected for the position of **"Assistant Portfolio Manager".** Your CTC will be **4.5 LPA.** You will be notified at a later date with regard to your expected date of joining and on boardingrelated formalities. The tentative data of joining will be
27th March, 2023.

Please note that this offer is contingent upon your successful completion of your ongoing education resulting in a proof/documentation supporting such completion on the day of your joining Prodapt.

Please indicate your acceptance by signing this letter and forwarding a scanned copy to hr@ndrinfotech.com on or before **25th March, 2023.**

For more information about our company, please visit us at www.https://ndrinfotech.com/

Please do not hesitate to call us or email to hr@ndrinfotech.com for any information youmay need.

Wishing you good luck.

Look forward to your joining Team NDR Infotech

Yours sincerely,

Krishna

Krishna
Admin Officer

Date:20-Sep-2022

Dear **Gajaa Srihari Hari**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

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Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Guruvayurappan P V

Chief Human Resource Officer

Annexure A

Terms and Conditions of Employment

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a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

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a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
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Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign

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a. The retirement age of the company is 58 years for Bands 1 – 4 and T1 – T4, Band 5/T5 & above is 60 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

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b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.

c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name: Gajaa Srihari Hari
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Ganta Anitha**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

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Guruvayurappan P V

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Signature

Name: Ganta Anitha
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Prabanda Gudise**

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Guruvayurappan P V

Chief Human Resource Officer

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Signature

Name: Prabanda Gudise
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Hemalatha Shanmugasundaram**

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Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
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a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign

- The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
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a. The retirement age of the company is 58 years for Bands 1 – 4 and T1 – T4, Band 5/T5 & above is 60 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

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b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.

c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name: Hemalatha Shanmugasundaram
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Induja K**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

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What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

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With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

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We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

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Guruvayurappan P V

Chief Human Resource Officer

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Signature

Name: Induja K
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **M Jaikeerthana**

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Guruvayurappan P V

Chief Human Resource Officer

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Signature

Name: M Jaikeerthana
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Jemima Shalom S**

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a. The retirement age of the company is 58 years for Bands 1 – 4 and T1 – T4, Band 5/T5 & above is 60 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	NA	NA
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.

c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name: Jemima Shalom S
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Jeradsha**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

All our new employees have been asked to report to office as part of employment starting Apr'2022 and By accepting this offer, you agree to abide by this clause that this offer of employment entails Working from Office (WFO) effective your **20-Sep-2022**

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
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- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
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- 2 References for professional / character reference checks
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- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days. Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Guruvayurappan P V

Chief Human Resource Officer

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
b. Omega Healthcare observes national and festival holidays as per policy which will be notified

during induction. The festival holidays may vary every year and across region/Service line.

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a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign

- The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
- The Code of Business Conduct and Ethics
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a. The retirement age of the company is 58 years for Bands 1 – 4 and T1 – T4, Band 5/T5 & above is 60 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

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c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name: Jeradsha

Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Kalthireddy Lakshmi Prasanna**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

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Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

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- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
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- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
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We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Guruvayurappan P V

Chief Human Resource Officer

Annexure A

Terms and Conditions of Employment

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Statement of Facts

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b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

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Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

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b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
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e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
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- The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
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c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name: Kalthireddy Lakshmi Prasanna
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Kancha Kamalesh Kuruma**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

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Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Guruvayurappan P V

Chief Human Resource Officer

Annexure A

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I accept the terms and conditions of the Company mentioned above.

Signature

Name: Kancha Kamalesh Kuruma
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **K Geetha Sri**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

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- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR
- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
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- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days. Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Guruvayurappan P V

Chief Human Resource Officer

Annexure A

Terms and Conditions of Employment

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b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
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a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
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e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign

- The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
- The Code of Business Conduct and Ethics
- Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

a. The retirement age of the company is 58 years for Bands 1 – 4 and T1 – T4, Band 5/T5 & above is 60 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

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During Probation	30	60	60	60	60	NA	NA
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.

c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name: K Geetha Sri
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Mitta Vinay Kumar**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

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What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

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With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

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I accept the terms and conditions of the Company mentioned above.

Signature

Name: Mitta Vinay Kumar
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **S S Pavithra Bharathi**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

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Guruvayurappan P V

Chief Human Resource Officer

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I accept the terms and conditions of the Company mentioned above.

Signature

Name: S S Pavithra Bharathi
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Sarvesh Waran**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

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b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign

- The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
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- Prohibition or Disclosure or Use of Inside Information (as applicable)

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a. The retirement age of the company is 58 years for Bands 1 – 4 and T1 – T4, Band 5/T5 & above is 60 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

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During Probation	30	60	60	60	60	NA	NA
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.

c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name: Sarvesh Waran
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Shaik Ifthekar**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

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Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

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What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

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With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

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While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days. Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Guruvayurappan P V

Chief Human Resource Officer

Annexure A

Terms and Conditions of Employment

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b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

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I accept the terms and conditions of the Company mentioned above.

Signature

Name: Shaik Ifthekar
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Shaik Saddam Hussain**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

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Sincerely,

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Guruvayurappan P V

Chief Human Resource Officer

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I accept the terms and conditions of the Company mentioned above.

Signature

Name: Shaik Saddam Hussain
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Shivaani Sha Shivaani Sha**

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Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Guruvayurappan P V

Chief Human Resource Officer

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I accept the terms and conditions of the Company mentioned above.

Signature

Name: Shivaani Sha Shivaani Sha
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Snekha Snekha**

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With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

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We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Guruvayurappan P V

Chief Human Resource Officer

Annexure A

Terms and Conditions of Employment

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a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

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You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

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a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
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Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign

- The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
- The Code of Business Conduct and Ethics
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a. The retirement age of the company is 58 years for Bands 1 – 4 and T1 – T4, Band 5/T5 & above is 60 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

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b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.

c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name: Snekha Snekha
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Sowmiya Ravichandran**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

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Signature

Name: Sowmiya Ravichandran
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Syed Rehan Ahmed**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

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Guruvayurappan P V

Chief Human Resource Officer

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I accept the terms and conditions of the Company mentioned above.

Signature

Name: Syed Rehan Ahmed
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Pavan Kumar Pusuluri**

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Chief Human Resource Officer

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
b. Omega Healthcare observes national and festival holidays as per policy which will be notified

during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign

- The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
- The Code of Business Conduct and Ethics
- Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

a. The retirement age of the company is 58 years for Bands 1 – 4 and T1 – T4, Band 5/T5 & above is 60 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	NA	NA
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.

c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name: Pavan Kumar Pusuluri
Date: 25-Sep-2022

Date:20-Sep-2022

Dear **Siramsetty Sri Ramya**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Chennai-I** with an Annual CTC Compensation of **Rs. 4,38,926.00 (Four Lakhs Thirty-Eight Thousand Nine Hundred Twenty-Six Rupees Only**). Your date of joining will be on or before **22-Sep-2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

All our new employees have been asked to report to office as part of employment starting Apr'2022 and By accepting this offer, you agree to abide by this clause that this offer of employment entails Working from Office (WFO) effective your **20-Sep-2022**

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR
- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days. Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Guruvayurappan P V

Chief Human Resource Officer

Annexure A

Terms and Conditions of Employment

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b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

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a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

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b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

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b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign

- The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
- The Code of Business Conduct and Ethics
- Prohibition or Disclosure or Use of Inside Information (as applicable)

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After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.

c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name: Siramsetty Sri Ramya
Date: 25-Sep-2022

Date: 31-Mar-23

Mr/Ms. Palleti Sandeep Reddy

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

6304882028

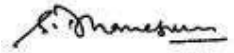
palletisandeepreddy@gmail.com

Dear Palleti Sandeep Reddy,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
This contract shall be terminable by either party giving fifteen (15) days' notice in writing or salary in lieu of notice, to the other party".
We would prefer you to join us on or before **01-Jul-23** a formal appointment letter will be issued to you subsequent to your joining our organization and we will require you to submit various documents for our records.
We are confident that you will contribute to the organization and its goals and add value through your roles. Please sign your acceptance of this offer on the duplicate copy of this offer letter.
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501607
NAME	Palleti Sandeep Reddy
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Sanka Eswar

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

8919794219

bdarling558@gmail.com

Dear Sanka Eswar,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
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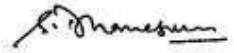
We are confident that you will contribute to the organization and its goals and add value through your roles. Please sign your acceptance of this offer on the duplicate copy of this offer letter.
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501608
NAME	Sanka Eswar
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

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`

Date: 31-Mar-23

Mr/Ms. Vamsi Krishna Reddy Panga

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

9347679122

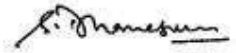
vamsipanga630@gmail.com

Dear Vamsi Krishna Reddy Panga,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
This contract shall be terminable by either party giving fifteen (15) days' notice in writing or salary in lieu of notice, to the other party".
We would prefer you to join us on or before **01-Jul-23** a formal appointment letter will be issued to you subsequent to your joining our organization and we will require you to submit various documents for our records.
We are confident that you will contribute to the organization and its goals and add value through your roles. Please sign your acceptance of this offer on the duplicate copy of this offer letter.
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501609
NAME	Vamsi Krishna Reddy Panga
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

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`

Date: 31-Mar-23

Mr/Ms. Sakamuri Sunny

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

9347300623

sakamurisunny80@gmail.com

Dear Sakamuri Sunny,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
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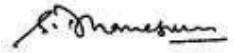
We would prefer you to join us on or before **01-Jul-23** a formal appointment letter will be issued to you subsequent to your joining our organization and we will require you to submit various documents for our records.
We are confident that you will contribute to the organization and its goals and add value through your roles. Please sign your acceptance of this offer on the duplicate copy of this offer letter.
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501610
NAME	Sakamuri Sunny
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

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`

Date: 31-Mar-23

Mr/Ms. Sana Bangar Rao

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

7036575708

raorajeshraj143@gmail.com

Dear Sana Bangar Rao,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

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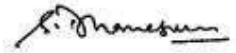
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501611
NAME	Sana Bangar Rao
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
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INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. S Venkatasaiteja

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

7780559710

venkatasaisangam98@gmail.com

Dear S Venkatasaiteja,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
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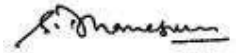
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501612
NAME	S Venkatasaiteja
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Durga Naga Vara Prasad Sangula

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

9133725207

durgasangula1133@gmail.com

Dear Durga Naga Vara Prasad Sangula,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

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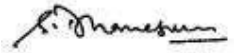
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501613
NAME	Durga Naga Vara Prasad Sangula
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Muniteja Sanugula

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

8790123169

munitejasanugula@gmail.com

Dear Muniteja Sanugula,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
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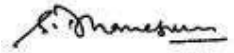
We are confident that you will contribute to the organization and its goals and add value through your roles. Please sign your acceptance of this offer on the duplicate copy of this offer letter.
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501614
NAME	Muniteja Sanugula
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Sayana Hema Chandra Sekhar

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

9010029761

s.chandrasekhar.h@gmail.com

Dear Sayana Hema Chandra Sekhar,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
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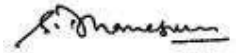
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501615
NAME	Sayana Hema Chandra Sekhar
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Shaik Abdul Mursheed

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

7382257822

shaikmursheed0417@gmail.com

Dear Shaik Abdul Mursheed,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
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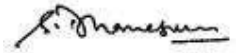
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501616
NAME	Shaik Abdul Mursheed
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Shaik Abdul Kalam

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

9390028122

shaikabdulkalam9877@gmail.com

Dear Shaik Abdul Kalam,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

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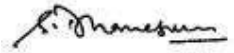
Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501617
NAME	Shaik Abdul Kalam
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Shaik Iliyas Basha

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

9515668282

bashabhai14321@gmail.com

Dear Shaik Iliyas Basha,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

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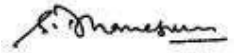
Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501618
NAME	Shaik Iliyas Basha
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Shaik Khasimmeeravali

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

9515551634

khasimmeeravali516@gmail.com

Dear Shaik Khasimmeeravali,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
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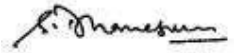
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501619
NAME	Shaik Khasimmeeravali
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Shaik Naoor Basha

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

8309833529

basha26102001@gmail.com

Dear Shaik Naoor Basha,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
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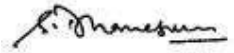
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501620
NAME	Shaik Naoor Basha
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Shaik Rasheed

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

7997430475

rasheedshaik1435@gmail.com

Dear Shaik Rasheed,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
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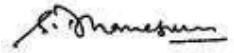
We are confident that you will contribute to the organization and its goals and add value through your roles. Please sign your acceptance of this offer on the duplicate copy of this offer letter.
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501621
NAME	Shaik Rasheed
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Siddareddy Kasinathreddy

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

9966226749

kasisiddareddy@gmail.com

Dear Siddareddy Kasinathreddy,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
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We are confident that you will contribute to the organization and its goals and add value through your roles. Please sign your acceptance of this offer on the duplicate copy of this offer letter.
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.

Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501622
NAME	Siddareddy Kasinathreddy
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

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User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Singaraju Praveen

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

9502213691

Praveen.singaraju99@gmail.com

Dear Singaraju Praveen,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
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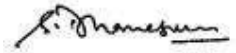
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501623
NAME	Singaraju Praveen
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

`

Date: 31-Mar-23

Mr/Ms. Somala Srinivasa Reddy

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

6300119917

srinivasareddysomala9917@gmail.com

Dear Somala Srinivasa Reddy,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
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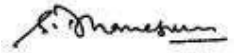
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501624
NAME	Somala Srinivasa Reddy
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

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Date: 31-Mar-23

Mr/Ms. M Srikanth

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

8179001078

munavathsrikanth@gmail.com

Dear M Srikanth,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
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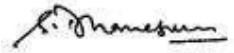
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501625
NAME	M Srikanth
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

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Date: 31-Mar-23

Mr/Ms. Srinath Chennaboina

Address: Bharath University
173, Agharam Main Road, Salaiyur,
Chennai, Pin-600073

8688952204

chennaboinasrinath@gmail.com

Dear Srinath Chennaboina,

It gives us immense pleasure in inviting you to join **Talentpro India HR Pvt Ltd** as one of its valuable associates. You will be deputed to work as **Officer Sales** our client **Panasonic Life Solutions India Pvt Ltd. Chennai, Tamil Nadu.**
Your position will carry a **CTC – Rs. 33335/-** per month.

Your employment will be valid from **01-Jul-23** to **till 30-Jun-24** and for a period of 1 year, unless and until it is specifically extended in writing. Not with standing the above, your appointment shall be co-terminus with the arrangement as between Talentpro India HR Pvt Ltd. and its Client to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of 1 year, in case the aforesaid arrangement is to come to an end before the agreed term.
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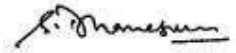
Once again, Welcome to Talentpro India HR Pvt Ltd.

Sincerely,
For TalentPro India HR Pvt Ltd.



Authorised Signatory

I accept the offer and will be joining on:

Name
Signature :

`

Salary Break Up:

CSMS CODE	501626
NAME	Srinath Chennaboina
LOCATION	Chennai
Basic	15944
HRA	7972
Conveyance	0
Medical Allowance	1250
Other Allowance	0
Bonus	1328
Mobile Allowance	1000
GROSS SALARY	**27494**
Employer Contribution	
ESI	0
PF Employer (12%)	1913
Insurance	1411
LWF	0
Gratuity (Applicable as per Act)	0
CTC	**30817**
Employee Contribution	
ESI	0
PF Employee (12%)	1913
PT	208
LWF	0
Total Deduction	**2121**
Take Home salary	**25373**

INCENTIVES* (Variable would be paid on quarterly basis, based on performance as per client company variable policy)	2517

Talent Pro URL :- https://epic.talentproindia.com/newlogin.aspx
User Id (PAS1632) :- Default Password is 'p@n@sonic' & Comp Code 'PAN576'. Initial page allows you to change password for first time. It will active on your DOJ.

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PEGATRON
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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Pabbireddi Lalitha - BTech (CSE)

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED)** before July 2023. Further, the exact date and time of joining would be intimated.

We would like to take this opportunity to wish you a successful career with us.

For Pegatron Technology India Private Limited

R. Mandal

Authorised Signatory

PEGATRON
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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Pravallika. T

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED)** before July 2023. Further, the exact date and time of joining would be intimated.

We would like to take this opportunity to wish you a successful career with us.

For Pegatron Technology India Private Limited

Authorised Signatory

PEGATRON
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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Sudineni yasaswini. B.Tech(CSE)

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED)** before July 2023. Further, the exact date and time of joining would be intimated.

We would like to take this opportunity to wish you a successful career with us.

For Pegatron Technology India Private Limited

Authorised Signatory

PEGATRON
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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Pragathi . k

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

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We would like to take this opportunity to wish you a successful career with us.

For Pegatron Technology India Private Limited

Authorised Signatory

PEGATRON
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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Ms. Hasshitha. G.
BTech / CSE

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED)** before July 2023. Further, the exact date and time of joining would be intimated.

We would like to take this opportunity to wish you a successful career with us.

For Pegatron Technology India Private Limited

Authorised Signatory

PEGATRON
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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

MS. Sreya. A
B.Tech / ECE

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED**) before July 2023. Further, the exact date and time of joining would be intimated.

We would like to take this opportunity to wish you a successful career with us.

For Pegatron Technology India Private Limited

Jaelrajith L

Authorised Signatory

PEGATRON
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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Chalasani Lohitha. BTech(ECE)

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED**) before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

Authorised Signatory

PEGATRON
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Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Supriya. A.

Sub: **Apprenticeship Training - Intent Offer Letter**

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We would like to take this opportunity to wish you a successful career with us.

For Pegatron Technology India Private Limited

Gnanasithi

Authorised Signatory

PEGATRON
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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Ms. Harshitha C
B.Tech ECE

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED**) before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

Authorised Signatory

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Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Matha Priyanka. N

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED)** before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

Jnanajith L

Authorised Signatory

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Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Ms. Kalyani B
B.Tech - CSE

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED**) before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

Authorised Signatory

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Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Ms Priyanka. T
B.Tech. CSE

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization **(PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED)** before July 2023. Further, the exact date and time of joining would be intimated.

We would like to take this opportunity to wish you a successful career with us.

For Pegatron Technology India Private Limited

Authorised Signatory

PEGATRON
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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Kavya. k

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED**) before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

Authorised Signatory

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Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Deepthi. B

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED**) before July 2023. Further, the exact date and time of joining would be intimated.

We would like to take this opportunity to wish you a successful career with us.

For Pegatron Technology India Private Limited

Indrajith L

Authorised Signatory

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Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Ms. Bhavana C.
B.Tech . CSE

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED**) before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

Authorised Signatory

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Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Parupalli Harshitha-B.Tech(CSE)

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED**) before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

Authorised Signatory

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Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Ponnaganti Bindu Sri. B.Tech (CSE)

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED**) before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

Authorised Signatory

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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

K. Tejaswini: B.Tech (Industrial Biotechnology)

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED**) before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

R. Pandya
Authorised Signatory

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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Ramya Sahithi. C

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED**) before July 2023. Further, the exact date and time of joining would be intimated.

We would like to take this opportunity to wish you a successful career with us.

For Pegatron Technology India Private Limited

Indrajith

Authorised Signatory

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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Revu Siva Kalyani Gonya - B.Tech(ECE)

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED)** before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

Authorised Signatory

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Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Poluri. Sevarsitha-B.Tech

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED)** before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

Authorised Signatory

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Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Ms. Nidigantti Hima bindu
B. Tech . CSE

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED)** before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

Authorised Signatory

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Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Ms Sai Samyuktha
B.Tech. CSE

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED)** before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

Authorised Signatory

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Pegatron Technology India Private Limited
Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Keerthi Priya. S

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

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For Pegatron Technology India Private Limited

Indrajith

Authorised Signatory

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Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Ms. Sireesha. N
BTech / CSC

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

We are pleased to inform that you have been selected in the Campus Drive held at **Bharath Institute of Higher Education & Research-Selaiyur-Chennai on 24th Apr 2023**. The detailed Appointment letter would be issued to you on the date of joining. You will be designated as "**Graduate Apprentice Trainee**" for a tenure of **1 year** and shall be registered under **BOAT** (Board of Apprenticeship Training) as per the **Apprentices Act, 1961.** You are expected to join in our organization (**PEGATRON TECHNOLOGY INDIA PRIVATE LIMITED)** before July 2023. Further, the exact date and time of joining would be intimated.

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For Pegatron Technology India Private Limited

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Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Sai keerthi .

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

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For Pegatron Technology India Private Limited

Indrajith L

Authorised Signatory

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Corporate Identification Number: U74999TN2020FTC136376
Registered Office Address: Plot No. 8, Phase - 5, Mahindra World City, Chengalpattu - 603002, Tamil Nadu, India.

Date: 24-Apr-2023

To,

Vekata Susmitha .T.

Sub: **Apprenticeship Training - Intent Offer Letter**

Dear Candidate,

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We would like to take this opportunity to wish you a successful career with us.

For Pegatron Technology India Private Limited

Authorised Signatory

PENTAGON SPACE™
Mastering The Future

CSR Campus Drive - 2023

Dear **Merajothu Jayanth Naik,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

Adding to the benefits, you get

1.Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.

2.Guaranteed 100 Placement opportunities.

3.Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,

Madhusudhan. H

Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Thammineni Sudarsahan Reddy,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,

Madhusudhan. H

Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Baba Rakesh Pusala,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,

Madhusudhan. H

Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Bala Sai Babu,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,

Madhusudhan. H

Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Bondapalli Santosh,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,

Madhusudhan. H

Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Hemanth Ratna Sagar Reddy,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,

Madhusudhan. H

Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Madhu Sudhanreddy Sanikommu,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,

Madhusudhan. H

Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Rahul Verma,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,

Madhusudhan. H

Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Teethu Reddy Nakka,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Yekkanti Pradeep Reddy,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Amaragonda Anil Kumar,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Anuhya Balagani,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Chevula Subhash Chandra Bose,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Dacharla Vinay,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Dileep Nallamunireddygaru,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Prudhvi Darsi,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Sivasai Kumar Munaga,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Vamsi Krishna Gandham,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Venkata Harshavardhan Reddy Ambavaram,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Ranjith R,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Sai Manish,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Ashok Kumar Manne,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Jonna Vidyadhar,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Shekar Komshetpally,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Bandaru Rithwik Reddy,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Bhojraj Choudhary,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Dheeraj Reddy Nalla,**

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PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **C. Subbulakshmi,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Kirthiga s,**

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Campus Head - INDIA

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CSR Campus Drive - 2023

Dear **Rohan,**

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CSR Campus Drive - 2023

Dear **Abdul Sameer,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Gopi Krishna Gorrepati,**

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PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Kamesh R,**

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PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Kandibanda Santosh Kumar,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **K Abhiram Reddy,**

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PENTAGON SPACE
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CSR Campus Drive - 2023

Dear **Teja Reddy Lankireddy,**

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CSR Campus Drive - 2023

Dear **Sanjai Subramanian C S,**

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Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,

Madhusudhan. H

Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Thadiboyina Chinni Krishna,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

Adding to the benefits, you get

1.Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.

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Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **P. Abuthahir,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Anandkumar,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Chandra Kanth Reddy,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **K Aravind,**

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Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Arepalli Venkata Murali Krishna,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

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Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **E Balaji,**

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Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Chandrapatla Lakshman Kumar,**

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Campus Head - INDIA

PENTAGON SPACE
Mastering The Future

CSR Campus Drive - 2023

Dear **Devatharshini E,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

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Date:

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Madhusudhan. H

Campus Head - INDIA

Qspiders CampusConnect
A Unit of Test Yantra Software Solutions India Pvt Ltd

Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Konda Ramu,**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on **06th March 2023**

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
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This letter is valid on the date of joining mentioned in the mail. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards
QSpiders Campus Connect Team.

QSPIDERS Basavanagudi Bengaluru

9513684738 / 9663035838 / 8951922956

info@campus.qspiders.com

01, Hayavadana Rao Rd, Basappa Layout, Gavipuram Extention,
Kempegowda Nager, Bengaluru, Karnataka 560019

Qspiders CampusConnect
A Unit of Test Yantra Software Solutions India Pvt Ltd

Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Akash Selvakumar,**

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Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Amaravarapu Chennakesava Rayudu,**

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OFFER LETTER

Dated: 23.03.2023

Dear **B Giri,**

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Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Balaji Mullangi,**

We are happy to inform you that you have been short listed in our screening test.

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Qspiders CampusConnect
A Unit of Test Yantra Software Solutions India Pvt Ltd

Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Bandi Udaykumar,**

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Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Bhanu Prasad E,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Bhavya Sri Satti,**

We are happy to inform you that you have been short listed in our screening test.

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OFFER LETTER

Dated: 23.03.2023

Dear **Chendalraju Balaji Mohanraju,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Chinni Sai Charan,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Chukka Tilak Naidu,**

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Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Divya Nandhu Vankayalapati,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Golladi Sai Mahesh Vardhan,**

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Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Guggilla Sai Charan,**

We are happy to inform you that you have been short listed in our screening test.

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Thank & Regards
QSpiders Campus Connect Team.

QSPIDERS Basavanagudi Bengaluru

9513684738 / 9663035838 / 8951922956

info@campus.qspiders.com

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Kempegowda Nager, Bengaluru, Karnataka 560019

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OFFER LETTER

Dated: 23.03.2023

Dear **Gunda Ajay Kumar,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Gunda Ananthasayana,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Hemanth Thilak Chava,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Jayasurya G,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Kolluri Sindhu Sri Vani,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Kolluru Lakshmi Narayana Setty,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Madhu Murari,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Mangalamadaka Tejaswini,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Medikonda Harshini Reddy,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Mohan Ravi Shankar Simhadri,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Mulla Khadar Asif,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Nelluru Jayakrishna Naidu,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Ongole Tarun Venkata Naga Sai Sri Saran,**

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OFFER LETTER

Dated: 23.03.2023

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OFFER LETTER

Dated: 23.03.2023

Dear **Padala Mohith Sri Raghava Ravindra Reddy,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Pasupuleti Vamsi Surendra,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Poojitha Parupalli,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Pottimuttu Gopi Krishna,**

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A Unit of Test Yantra Software Solutions India Pvt Ltd

Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Rama Krishna Reddy Vennam,**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on **06th March 2023**

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Thank & Regards
QSpiders Campus Connect Team.

QSPIDERS Basavanagudi Bengaluru

9513684738 / 9663035838 / 8951922956

info@campus.qspiders.com

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Kempegowda Nager, Bengaluru, Karnataka 560019

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A Unit of Test Yantra Software Solutions India Pvt Ltd

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OFFER LETTER

Dated: 23.03.2023

Dear **Reddycherla Venkatesh,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Sai Manoj Kumar Yanamula,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Satti Likhithsainadh Reddy,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Shaik Inayatulla,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Shaik Karishma Sultana,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Sisindri Reddy Yellavula,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Siva Nagarjuna Madala,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Srikanth Chunduri,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Srikrupa S,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Srujan Sadineni,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Thota Bharath Kumar,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Vadlamudi Anil,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Vennapusa Shivani Reddy,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Venugopal Sagarla,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Yaganti Sathish,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Ajay Kumar Vadde,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Aman Srivastav,**

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OFFER LETTER

Dated: 23.03.2023

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A Unit of Test Yantra Software Solutions India Pvt Ltd

Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Byreddy Jeevan Reddy,**

We are happy to inform you that you have been short listed in our screening test.

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Thank & Regards
QSpiders Campus Connect Team.

QSPIDERS Basavanagudi Bengaluru

9513684738 / 9663035838 / 8951922956

info@campus.qspiders.com

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OFFER LETTER

Dated: 23.03.2023

Dear **Chunduri Vivek,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Hema Rajasekhar Tungala,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Jeshwanth Naidu Jonnagadla,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Kothakota Krishnam Raju,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Krishna Reddy Daram,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Leela Siva Akash Parvathini,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Malideedu Pavan Kumar,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Muppasani Gopi,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Nannapaneni Venkata Tarun,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Obbireddy Narendra Reddy,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Palleni Vijaya Bhaskar,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Pulla Madhusudhan Reddy,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Puspaul Mukherjee,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Saikiran Chintala,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Talapanti Hari Krishna,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Thota Naga Sai Sudeer,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Thurupuseema Saiprakash Reddy,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Bhaskari Akshay,**

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Qspiders CampusConnect
A Unit of Test Yantra Software Solutions India Pvt Ltd

Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **S Karthick,**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on **06th March 2023**

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Thank & Regards
QSpiders Campus Connect Team.

QSPIDERS Basavanagudi Bengaluru

9513684738 / 9663035838 / 8951922956

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A Unit of Test Yantra Software Solutions India Pvt Ltd

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OFFER LETTER

Dated: 23.03.2023

Dear **Jakka Bhargav Teja,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Satya Sai Jayanth Manepalli,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Manjula M Pranadeep,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Girish Mareedu,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Ajay Marri,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Md Afsar,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Anil Babu Meripo,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Moddu Vamsi,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Jakeer Hussain Mogal,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Moode Rajasekhar,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Veera Narayana Mopuri,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Motupalli Ezra Prakash,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Muggu Venkata Vinay,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Mulakala Dinesh,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Siddardha Sai Muppala,**

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OFFER LETTER

Dated: 23.03.2023

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OFFER LETTER

Dated: 23.03.2023

Dear **Eswar Reddy Nallamilli,**

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OFFER LETTER

Dated: 23.03.2023

Dear **Namala Govardhan,**

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Kempegowda Nager, Bengaluru, Karnataka 560019

Qspiders CampusConnect
A Unit of Test Yantra Software Solutions India Pvt Ltd

Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Maruthi Sarath Chandra Nandanavanam,**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on **06th March 2023**

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude.**
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments on time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards-10th 12th/PUC, Degree and Govt ID proof.

This letter is valid on the date of joining mentioned in the mail. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards
QSpiders Campus Connect Team.

QSPIDERS Basavanagudi Bengaluru

9513684738 / 9663035838 / 8951922956

info@campus.qspiders.com

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Kempegowda Nager, Bengaluru, Karnataka 560019

Qspiders CampusConnect
A Unit of Test Yantra Software Solutions India Pvt Ltd

Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Nandyala Lakshmi Sravanthi,**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on **06th March 2023**

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude.**
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments on time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards-10th 12th/PUC, Degree and Govt ID proof.

This letter is valid on the date of joining mentioned in the mail. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards
QSpiders Campus Connect Team.

QSPIDERS Basavanagudi Bengaluru

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Kempegowda Nager, Bengaluru, Karnataka 560019

Qspiders CampusConnect
A Unit of Test Yantra Software Solutions India Pvt Ltd

Qspiders Campus

OFFER LETTER

Dated: 23.03.2023

Dear **Nimmakayala Veera Sai Dinakar Reddy,**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on **06th March 2023**

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude.**
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments on time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards-10th 12th/PUC, Degree and Govt ID proof.

This letter is valid on the date of joining mentioned in the mail. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards
QSpiders Campus Connect Team.

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info@campus.qspiders.com

01, Hayavadana Rao Rd, Basappa Layout, Gavipuram Extention,
Kempegowda Nager, Bengaluru, Karnataka 560019

Mr. Vinay Kumar Mannava
Contact Number: +91- 8897313038

Chengalpattu, October 04, 2023

Ref: RNTBCI/HR/2023/158

Dear Vinay Kumar Mannava,

We hereby offer you the position of a **Intern** with Renault Nissan Technology Business Centre India Pvt. Ltd ("RNTBCI"). Your Internship Period shall be for a period from October 04, 2023 to July 12, 2024.

During this period, you will be entitled for a Stipend/Allowance of Rs.20,000/- (Rupees Twenty Thousand Only) per month.

You are required to submit the documents mentioned in Annexure A.

You shall be governed by the terms and conditions as stated herein (Annexure 2) and the rules and regulations as are applicable and stated in the staff manual of “RNTBCI". The staff manual is subject to further amendments as per the discretion of RNTBCI thereon.

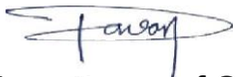
RNTBCI family welcomes you.

You are expected to return an original signed copy of the present offer as confirmation of your acceptance of the terms and conditions of internship.

Thanks & Regards

For **Renault Nissan Technology & Business Centre India Pvt Ltd**

Venkata Subramanian
Head - Talent Acquisition



Acceptance of Offer
Vinay Kumar Mannava

Annexure 1

(Check list of Documents)

Following original documents are required to be produced at the time of joining:

Requirements	Remarks
Educational Details	Copies of all mark sheet & certificates – From X Std., till UG/PG etc...
Photographs	2 Passport size photographs
Passport / VISA/ RP	Copy of your passport (Originals will be verified) In case of foreign national, copy of your employment VISA with RNTBCI and copy of your residence permit must be submitted (Originals will be verified)
Pan Card	Copy of Permanent Account Number (Originals will be verified)
Institution Certificate	Bonofide Letter from the Institute

Your offer has been made based on the information furnished by you. However if there is a discrepancy in the copies of the document/ certificate given by you as a proof in support of the above, RNTBCI reserves the right to revoke and terminate the offer at any time during your internship without any notice.

Your joining will be subject to submission of all the above documents.

Ref: RNTBCI/HR/2023/158
Vinay Kumar Mannava

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA PRIVATE LIMITED
Ascendas IT Park, Mahindra World Cify, SEZ
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Tamil Nadu— 603 004.
India

T +91 44 67481000
F +91 44 67481150

CIN: U50401TN2007PTC064840

Annexure 2
(Terms & Conditions of Employment)

Compliance to Quality Standards

You will be required to understand and implement Standard procedures evolved within RNTBCI. Your attitude towards adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

Code of Conduct

RNTBCI expects you to display a high standard of initiative, efficiency and economy. You are charged with responsibility to uphold and extend the code of conduct of RNTBCI.

Intern Period

You will be on an Internship period from October 04, 2023 to July 12, 2024. RNTBCI has the right to revise the internship period at all times.

Background Verification

You have been engaged on the presumption that the particulars furnished by you are correct. In case the said particulars are found to be incorrect or it is found that you have concealed or withheld some relevant facts, your appointment with the company shall stand terminated /cancelled without any notice.

Conflict of Interest

You are required not to engage in any other gainful or commercial employment or business; either part-time or full time, in an honorary manner or in a way that provides remuneration, directly or indirectly simultaneously as long as you are engaged with RNTBCI. You are also required not to engage yourself indirectly in any other profitable business connected with the dealings or activities of the company in any way.

Personal Indebtedness

RNTBCI shall not be responsible for personal indebtedness or other liabilities incurred by you, during/ prior to your internship with RNTBCI. You understand and accept that you shall have no authority to pledge the credit of RNTBCI to any person or entity.

Medical

The appointment is subject to your being found medically, physically fit. RNTBCI has the right at all times to send you for a medical check up to ascertain your fitness for the job.

Ref: RNTBCI/HR/2023/158
Vinay Kumar Mannava

Annexure 2
(Terms & Conditions of Employment)

Working Hours

Normal working hours are from 8.20 a.m. to 5.30 pm Monday through Friday, Saturday and Sunday are holidays. RNTBCI reserves the right to alter or modify the working hours or holidays temporarily or permanently

Dress Code

During your internship period with RNTBCI you are required to be in Business Formal wear on all working days between Monday to Thursday and smart casuals on Friday's. In event that RNTBCI deems it fit to assign to you any project within the group Companies, you shall be required to adhere to the dress code and code of conduct of that entity as long as you are associated with that entity. Failure to adhere to the standards of dress and appearance may constitute to misconduct and may result in formal disciplinary proceedings

Posting / Transfer of Service

In view of the nature of the RNTBCI's business, you may be assigned to different locations both in India and abroad. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the company's image.

Payroll

Your monthly stipend will be processed through Bank Transfer on or before 18th of the following Month, based on the submission of approved Time sheet

Passport & Pan Card

It is very important for you to have a valid passport and PAN Card. If you do not have it please apply for them immediately.

Confidentiality Agreement

This offer of internship is made to you agree subject to your executing an agreement to maintain confidentiality of matters related to RNTBCI. You will execute this agreement upon joining RNTBCI.

Ref: RNTBCI/HR/2023/158
Vinay Kumar Mannava

Annexure 2
(Terms & Conditions of Employment)

Intellectual Property Ownership

The Intellectual Property (IP) and confidential information shared with you during the course of your internship shall remain the exclusive property of RNTBCI.

In consideration of the stipend being paid to you, you agree that the IP (including R&D, inventions, concepts, methods, designs, softwares, models, prototypes, copyrights, etc.) created by you during your internship shall be the exclusive property of RNTBCI as to its proprietorship, exploitation and use. By this agreement, you agree to assign all the rights, title and interest in the IP, created by you during the internship period, to RNTBCI. You agree that you shall execute and deliver all instruments in writing, as may be required by RNTBCI, including affidavits and assignment agreement to convey and assign the entire right, title and interest in and to the said IP to RNTBCI and/or, its associates, successors, or assigns, as the case may be. You agree that you shall not claim any right, interest or title over the said IP in any manner whatsoever.

Non-Solicitation Agreement

You agree that during your internship with the company and for two (2) years following separation of your internship with the company, including without limitation, termination by the company for cause or without cause, you shall not, directly or indirectly, solicit or induce, or tempt any employee or consultant of the company to leave the company for any reason whatsoever, or hire any employee or consultant of the company.You acknowledge that the company may have invested considerable time and money for recruitment and training of its employees. You hereby agree to compensate the company any monetary value determined by the company as a penalty for any violation of this clause.

Renewal of Intern Offer

In case of any extension/ renewal on the period of internship with the Company, HR would issue an extension letter.

Restraints

Access to Information
Information is available on need to know basis for specified groups and can be obtained upon joining through access channels.

Authorization

Only those authorized by a specific power of attorney may sign legal documents or official documents, representing the Company.

Ref: RNTBCI/HR/2023/158
Vinay Kumar Mannava

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA PRIVATE LIMITED
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CIN: U50401TN2007PTC064840

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F +91 44 67481150

Annexure 2
(Terms & Conditions of Employment)

Information Security

Access to Renault Nissan network is through individual's password and you are requested not to share your password for any reason with others. You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems. An employee who wish to work late or early hours are requested to approach Admin department or HR department for any requirement. Employees will not be encouraged to use or outsource any services for the official purpose

Other Rules and Regulations

1) You are required to strictly maintain secrecy and not divulge or communicate in any manner, any information regarding your stipend in terms of internship to any other employee / intern of RNTBCI except your immediate superior. Any such disclosure would be considered a serious case of indiscipline and would render RNTBCI to take disciplinary action as deemed fit.

2) During the employment, you will be governed by service rules and regulations of RNTBCI in force or as introduced or amended from time to time. You will also be governed by the RNTBCI's policies.

3) You will keep us informed of any change in your residential address, civil or marital status and other such matters; within 21 working days from the date of any change.

In token of your acceptance, kindly sign and return the duplicate copy with attention to HR Department.

I CONFIRM THAT I HAVE READ THE ABOVE TERMS AND CONDITIONS OF EMPLOYMENT.

Offer Accepted by:

Vinay Kumar Mannava

Ref: RNTBCI/HR/2023/158
Vinay Kumar Mannava

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA PRIVATE LIMITED
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India
CIN: U5D4O1 TN2007PTC064840

T +91 44 67481000
F +91 44 67481150

Ms. Kondu Charitha Reddy
Contact Number: +91- 9390124335

Chengalpattu, October 04, 2023

Ref: RNTBCI/HR/2023/159

Dear Kondu Charitha Reddy,

We hereby offer you the position of a **Intern** with Renault Nissan Technology Business Centre India Pvt. Ltd ("RNTBCI"). Your Internship Period shall be for a period from October 04, 2023 to July 12, 2024.

During this period, you will be entitled for a Stipend/Allowance of Rs.20,000/- (Rupees Twenty Thousand Only) per month.

You are required to submit the documents mentioned in Annexure A.

You shall be governed by the terms and conditions as stated herein (Annexure 2) and the rules and regulations as are applicable and stated in the staff manual of “RNTBCI". The staff manual is subject to further amendments as per the discretion of RNTBCI thereon.

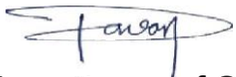
RNTBCI family welcomes you.

You are expected to return an original signed copy of the present offer as confirmation of your acceptance of the terms and conditions of internship.

Thanks & Regards

For **Renault Nissan Technology & Business Centre India Pvt Ltd**

Venkata Subramanian
Head - Talent Acquisition



Acceptance of Offer
Kondu Charitha Reddy

Annexure 1

(Check list of Documents)

Following original documents are required to be produced at the time of joining:

Requirements	Remarks
Educational Details	Copies of all mark sheet & certificates – From X Std., till UG/PG etc...
Photographs	2 Passport size photographs
Passport / VISA/ RP	Copy of your passport (Originals will be verified) In case of foreign national, copy of your employment VISA with RNTBCI and copy of your residence permit must be submitted (Originals will be verified)
Pan Card	Copy of Permanent Account Number (Originals will be verified)
Institution Certificate	Bonofide Letter from the Institute

Your offer has been made based on the information furnished by you. However if there is a discrepancy in the copies of the document/ certificate given by you as a proof in support of the above, RNTBCI reserves the right to revoke and terminate the offer at any time during your internship without any notice.

Your joining will be subject to submission of all the above documents.

Ref: RNTBCI/HR/2023/159
Kondu Charitha Reddy

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Annexure 2
(Terms & Conditions of Employment)

Compliance to Quality Standards

You will be required to understand and implement Standard procedures evolved within RNTBCI. Your attitude towards adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

Code of Conduct

RNTBCI expects you to display a high standard of initiative, efficiency and economy. You are charged with responsibility to uphold and extend the code of conduct of RNTBCI.

Intern Period

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Background Verification

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Conflict of Interest

You are required not to engage in any other gainful or commercial employment or business; either part-time or full time, in an honorary manner or in a way that provides remuneration, directly or indirectly simultaneously as long as you are engaged with RNTBCI. You are also required not to engage yourself indirectly in any other profitable business connected with the dealings or activities of the company in any way.

Personal Indebtedness

RNTBCI shall not be responsible for personal indebtedness or other liabilities incurred by you, during/ prior to your internship with RNTBCI. You understand and accept that you shall have no authority to pledge the credit of RNTBCI to any person or entity.

Medical

The appointment is subject to your being found medically, physically fit. RNTBCI has the right at all times to send you for a medical check up to ascertain your fitness for the job.

Ref: RNTBCI/HR/2023/159
Kondu Charitha Reddy

Annexure 2
(Terms & Conditions of Employment)

Working Hours

Normal working hours are from 8.20 a.m. to 5.30 pm Monday through Friday, Saturday and Sunday are holidays. RNTBCI reserves the right to alter or modify the working hours or holidays temporarily or permanently

Dress Code

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Posting / Transfer of Service

In view of the nature of the RNTBCI's business, you may be assigned to different locations both in India and abroad. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the company's image.

Payroll

Your monthly stipend will be processed through Bank Transfer on or before 18th of the following Month, based on the submission of approved Time sheet

Passport & Pan Card

It is very important for you to have a valid passport and PAN Card. If you do not have it please apply for them immediately.

Confidentiality Agreement

This offer of internship is made to you agree subject to your executing an agreement to maintain confidentiality of matters related to RNTBCI. You will execute this agreement upon joining RNTBCI.

Ref: RNTBCI/HR/2023/159
Kondu Charitha Reddy

Annexure 2
(Terms & Conditions of Employment)

Intellectual Property Ownership

The Intellectual Property (IP) and confidential information shared with you during the course of your internship shall remain the exclusive property of RNTBCI.

In consideration of the stipend being paid to you, you agree that the IP (including R&D, inventions, concepts, methods, designs, softwares, models, prototypes, copyrights, etc.) created by you during your internship shall be the exclusive property of RNTBCI as to its proprietorship, exploitation and use. By this agreement, you agree to assign all the rights, title and interest in the IP, created by you during the internship period, to RNTBCI. You agree that you shall execute and deliver all instruments in writing, as may be required by RNTBCI, including affidavits and assignment agreement to convey and assign the entire right, title and interest in and to the said IP to RNTBCI and/or, its associates, successors, or assigns, as the case may be. You agree that you shall not claim any right, interest or title over the said IP in any manner whatsoever.

Non-Solicitation Agreement

You agree that during your internship with the company and for two (2) years following separation of your internship with the company, including without limitation, termination by the company for cause or without cause, you shall not, directly or indirectly, solicit or induce, or tempt any employee or consultant of the company to leave the company for any reason whatsoever, or hire any employee or consultant of the company.You acknowledge that the company may have invested considerable time and money for recruitment and training of its employees. You hereby agree to compensate the company any monetary value determined by the company as a penalty for any violation of this clause.

Renewal of Intern Offer

In case of any extension/ renewal on the period of internship with the Company, HR would issue an extension letter.

Restraints

Access to Information
Information is available on need to know basis for specified groups and can be obtained upon joining through access channels.

Authorization

Only those authorized by a specific power of attorney may sign legal documents or official documents, representing the Company.

Ref: RNTBCI/HR/2023/159
Kondu Charitha Reddy

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Annexure 2
(Terms & Conditions of Employment)

Information Security

Access to Renault Nissan network is through individual's password and you are requested not to share your password for any reason with others. You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems. An employee who wish to work late or early hours are requested to approach Admin department or HR department for any requirement. Employees will not be encouraged to use or outsource any services for the official purpose

Other Rules and Regulations

1) You are required to strictly maintain secrecy and not divulge or communicate in any manner, any information regarding your stipend in terms of internship to any other employee / intern of RNTBCI except your immediate superior. Any such disclosure would be considered a serious case of indiscipline and would render RNTBCI to take disciplinary action as deemed fit.

2) During the employment, you will be governed by service rules and regulations of RNTBCI in force or as introduced or amended from time to time. You will also be governed by the RNTBCI's policies.

3) You will keep us informed of any change in your residential address, civil or marital status and other such matters; within 21 working days from the date of any change.

In token of your acceptance, kindly sign and return the duplicate copy with attention to HR Department.

I CONFIRM THAT I HAVE READ THE ABOVE TERMS AND CONDITIONS OF EMPLOYMENT.

Offer Accepted by:

Kondu Charitha Reddy

Ref: RNTBCI/HR/2023/159
Kondu Charitha Reddy

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA PRIVATE LIMITED
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India
CIN: U5D4O1 TN2007PTC064840

T +91 44 67481000
F +91 44 67481150

Ms. Shaik Muhammed Shamstabreaz
Contact Number: +91- 6302405568

Chengalpattu, October 04, 2023

Ref: RNTBCI/HR/2023/164

Dear Shaik Muhammed Shamstabreaz,

We hereby offer you the position of a **Intern** with Renault Nissan Technology Business Centre India Pvt. Ltd ("RNTBCI"). Your Internship Period shall be for a period from October 04, 2023 to July 12, 2024.

During this period, you will be entitled for a Stipend/Allowance of Rs.20,000/- (Rupees Twenty Thousand Only) per month.

You are required to submit the documents mentioned in Annexure A.

You shall be governed by the terms and conditions as stated herein (Annexure 2) and the rules and regulations as are applicable and stated in the staff manual of “RNTBCI". The staff manual is subject to further amendments as per the discretion of RNTBCI thereon.

RNTBCI family welcomes you.

You are expected to return an original signed copy of the present offer as confirmation of your acceptance of the terms and conditions of internship.

Thanks & Regards

For **Renault Nissan Technology & Business Centre India Pvt Ltd**

Venkata Subramanian
Head - Talent Acquisition

Acceptance of Offer
Shaik Muhammed Shamstabreaz

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Annexure 1

(Check list of Documents)

Following original documents are required to be produced at the time of joining:

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Educational Details	Copies of all mark sheet & certificates – From X Std., till UG/PG etc...
Photographs	2 Passport size photographs
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Your joining will be subject to submission of all the above documents.

Ref: RNTBCI/HR/2023/164
Shaik Muhammed Shamstabreaz

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Annexure 2
(Terms & Conditions of Employment)

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Code of Conduct

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Medical

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Ref: RNTBCI/HR/2023/164
Shaik Muhammed Shamstabreaz

Annexure 2
(Terms & Conditions of Employment)

Working Hours

Normal working hours are from 8.20 a.m. to 5.30 pm Monday through Friday, Saturday and Sunday are holidays. RNTBCI reserves the right to alter or modify the working hours or holidays temporarily or permanently

Dress Code

During your internship period with RNTBCI you are required to be in Business Formal wear on all working days between Monday to Thursday and smart casuals on Friday's. In event that RNTBCI deems it fit to assign to you any project within the group Companies, you shall be required to adhere to the dress code and code of conduct of that entity as long as you are associated with that entity. Failure to adhere to the standards of dress and appearance may constitute to misconduct and may result in formal disciplinary proceedings

Posting / Transfer of Service

In view of the nature of the RNTBCI's business, you may be assigned to different locations both in India and abroad. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the company's image.

Payroll

Your monthly stipend will be processed through Bank Transfer on or before 18th of the following Month, based on the submission of approved Time sheet

Passport & Pan Card

It is very important for you to have a valid passport and PAN Card. If you do not have it please apply for them immediately.

Confidentiality Agreement

This offer of internship is made to you agree subject to your executing an agreement to maintain confidentiality of matters related to RNTBCI. You will execute this agreement upon joining RNTBCI.

Ref: RNTBCI/HR/2023/164
Shaik Muhammed Shamstabreaz

Annexure 2
(Terms & Conditions of Employment)

Intellectual Property Ownership

The Intellectual Property (IP) and confidential information shared with you during the course of your internship shall remain the exclusive property of RNTBCI.

In consideration of the stipend being paid to you, you agree that the IP (including R&D, inventions, concepts, methods, designs, softwares, models, prototypes, copyrights, etc.) created by you during your internship shall be the exclusive property of RNTBCI as to its proprietorship, exploitation and use. By this agreement, you agree to assign all the rights, title and interest in the IP, created by you during the internship period, to RNTBCI. You agree that you shall execute and deliver all instruments in writing, as may be required by RNTBCI, including affidavits and assignment agreement to convey and assign the entire right, title and interest in and to the said IP to RNTBCI and/or, its associates, successors, or assigns, as the case may be. You agree that you shall not claim any right, interest or title over the said IP in any manner whatsoever.

Non-Solicitation Agreement

You agree that during your internship with the company and for two (2) years following separation of your internship with the company, including without limitation, termination by the company for cause or without cause, you shall not, directly or indirectly, solicit or induce, or tempt any employee or consultant of the company to leave the company for any reason whatsoever, or hire any employee or consultant of the company.You acknowledge that the company may have invested considerable time and money for recruitment and training of its employees. You hereby agree to compensate the company any monetary value determined by the company as a penalty for any violation of this clause.

Renewal of Intern Offer

In case of any extension/ renewal on the period of internship with the Company, HR would issue an extension letter.

Restraints

Access to Information
Information is available on need to know basis for specified groups and can be obtained upon joining through access channels.

Authorization

Only those authorized by a specific power of attorney may sign legal documents or official documents, representing the Company.

Ref: RNTBCI/HR/2023/164
Shaik Muhammed Shamstabreaz

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA PRIVATE LIMITED
Ascendas IT Park, Mahindra World City, SEZ
No. TP 2/1, Natham Sub Post Office, Chengalpattu District,
Tamil Nadu — 603 004.
India
CIN: U50401TN2007PTC064840

T +91 44 67481000
F +91 44 67481150

Annexure 2
(Terms & Conditions of Employment)

Information Security

Access to Renault Nissan network is through individual's password and you are requested not to share your password for any reason with others. You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems. An employee who wish to work late or early hours are requested to approach Admin department or HR department for any requirement. Employees will not be encouraged to use or outsource any services for the official purpose

Other Rules and Regulations

1) You are required to strictly maintain secrecy and not divulge or communicate in any manner, any information regarding your stipend in terms of internship to any other employee / intern of RNTBCI except your immediate superior. Any such disclosure would be considered a serious case of indiscipline and would render RNTBCI to take disciplinary action as deemed fit.

2) During the employment, you will be governed by service rules and regulations of RNTBCI in force or as introduced or amended from time to time. You will also be governed by the RNTBCI's policies.

3) You will keep us informed of any change in your residential address, civil or marital status and other such matters; within 21 working days from the date of any change.

In token of your acceptance, kindly sign and return the duplicate copy with attention to HR Department.

I CONFIRM THAT I HAVE READ THE ABOVE TERMS AND CONDITIONS OF EMPLOYMENT.

Offer Accepted by:

Shaik Muhammed Shamstabreaz

Ref: RNTBCI/HR/2023/164
Shaik Muhammed Shamstabreaz

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA PRIVATE LIMITED
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India
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T +91 44 67481000
F +91 44 67481150

Ms. Bhargavi Masetty
Contact Number: +91- 8688046369

Chengalpattu, October 04, 2023

Ref: RNTBCI/HR/2023/166

Dear Bhargavi Masetty,

We hereby offer you the position of a **Intern** with Renault Nissan Technology Business Centre India Pvt. Ltd ("RNTBCI"). Your Internship Period shall be for a period from October 04, 2023 to July 12, 2024.

During this period, you will be entitled for a Stipend/Allowance of Rs.20,000/- (Rupees Twenty Thousand Only) per month.

You are required to submit the documents mentioned in Annexure A.

You shall be governed by the terms and conditions as stated herein (Annexure 2) and the rules and regulations as are applicable and stated in the staff manual of “RNTBCI". The staff manual is subject to further amendments as per the discretion of RNTBCI thereon.

RNTBCI family welcomes you.

You are expected to return an original signed copy of the present offer as confirmation of your acceptance of the terms and conditions of internship.

Thanks & Regards

For **Renault Nissan Technology & Business Centre India Pvt Ltd**

Venkata Subramanian
Head - Talent Acquisition

Acceptance of Offer
Bhargavi Masetty

Annexure 1

(Check list of Documents)

Following original documents are required to be produced at the time of joining:

Requirements	Remarks
Educational Details	Copies of all mark sheet & certificates – From X Std., till UG/PG etc...
Photographs	2 Passport size photographs
Passport / VISA/ RP	Copy of your passport (Originals will be verified) In case of foreign national, copy of your employment VISA with RNTBCI and copy of your residence permit must be submitted (Originals will be verified)
Pan Card	Copy of Permanent Account Number (Originals will be verified)
Institution Certificate	Bonofide Letter from the Institute

Your offer has been made based on the information furnished by you. However if there is a discrepancy in the copies of the document/ certificate given by you as a proof in support of the above, RNTBCI reserves the right to revoke and terminate the offer at any time during your internship without any notice.

Your joining will be subject to submission of all the above documents.

Ref: RNTBCI/HR/2023/166
Bhargavi Masetty

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Annexure 2
(Terms & Conditions of Employment)

Compliance to Quality Standards

You will be required to understand and implement Standard procedures evolved within RNTBCI. Your attitude towards adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

Code of Conduct

RNTBCI expects you to display a high standard of initiative, efficiency and economy. You are charged with responsibility to uphold and extend the code of conduct of RNTBCI.

Intern Period

You will be on an Internship period from October 04, 2023 to July 12, 2024. RNTBCI has the right to revise the internship period at all times.

Background Verification

You have been engaged on the presumption that the particulars furnished by you are correct. In case the said particulars are found to be incorrect or it is found that you have concealed or withheld some relevant facts, your appointment with the company shall stand terminated /cancelled without any notice.

Conflict of Interest

You are required not to engage in any other gainful or commercial employment or business; either part-time or full time, in an honorary manner or in a way that provides remuneration, directly or indirectly simultaneously as long as you are engaged with RNTBCI. You are also required not to engage yourself indirectly in any other profitable business connected with the dealings or activities of the company in any way.

Personal Indebtedness

RNTBCI shall not be responsible for personal indebtedness or other liabilities incurred by you, during/ prior to your internship with RNTBCI. You understand and accept that you shall have no authority to pledge the credit of RNTBCI to any person or entity.

Medical

The appointment is subject to your being found medically, physically fit. RNTBCI has the right at all times to send you for a medical check up to ascertain your fitness for the job.

Ref: RNTBCI/HR/2023/166
Bhargavi Masetty

Annexure 2
(Terms & Conditions of Employment)

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You agree that during your internship with the company and for two (2) years following separation of your internship with the company, including without limitation, termination by the company for cause or without cause, you shall not, directly or indirectly, solicit or induce, or tempt any employee or consultant of the company to leave the company for any reason whatsoever, or hire any employee or consultant of the company.You acknowledge that the company may have invested considerable time and money for recruitment and training of its employees. You hereby agree to compensate the company any monetary value determined by the company as a penalty for any violation of this clause.

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Ref: RNTBCI/HR/2023/166
Bhargavi Masetty

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Annexure 2
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Information Security

Access to Renault Nissan network is through individual's password and you are requested not to share your password for any reason with others. You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems. An employee who wish to work late or early hours are requested to approach Admin department or HR department for any requirement. Employees will not be encouraged to use or outsource any services for the official purpose

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I CONFIRM THAT I HAVE READ THE ABOVE TERMS AND CONDITIONS OF EMPLOYMENT.

Offer Accepted by:

Bhargavi Masetty

Ref: RNTBCI/HR/2023/166
Bhargavi Masetty

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ISO/IEC 20000-1: 2018 Certified
ISO/IEC 27001:2013 Certified
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Nibav Building, III Floor, Adyar
Chennai - 600 020
Ph: +91-44-24463128, 24463129
Fax: + 91 -44-24463140

20th February 2023

To
Mr/Ms. Pamula Chetan Kumar
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Pamula Chetan Kumar,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

1. Your original certificate with [SSLC Mark Sheet] is part of the process with the company.
2. Your annual **CTC is INR 3,00,000/ - (Consolidated Stipend)**
3. You shall join the services of the Company on or before **20th February 2023**.
4. Our detailed letter containing terms and conditions will be given to you shortly.
5. Your original certificate will be returned to you on superannuation or at the time of getting relieved from the company on resignation after you properly hand over all your responsibilities. The notice period for the resignation of employment will be a minimum of **45 days**.
6. Training will be provided in our **Training Division** located at **No: 31, Panchayat Main Road, Near Jains Anumati, Perungudi, Chennai - 600096.**
7. In case the notice period is not adhered to; your exit formalities will be incomplete and your services will be terminated. You cannot claim any benefits from the company.

Wishing you a fruitful career with Satvat.

For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Mohana Srinivasa Reddy Parisa
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Mohana Srinivasa Reddy Parisa,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

1. Your original certificate with [SSLC Mark Sheet] is part of the process with the company.
2. Your annual **CTC is INR 3,00,000/ - (Consolidated Stipend)**
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Wishing you a fruitful career with Satvat.

For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Pasupuleti Srinivas
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Pasupuleti Srinivas,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

1. Your original certificate with [SSLC Mark Sheet] is part of the process with the company.
2. Your annual **CTC is INR 3,00,000/ - (Consolidated Stipend)**
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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Patchava Vinod Kumar
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Patchava Vinod Kumar,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

1. Your original certificate with [SSLC Mark Sheet] is part of the process with the company.
2. Your annual **CTC is INR 3,00,000/ - (Consolidated Stipend)**
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6. Training will be provided in our **Training Division** located at **No: 31, Panchayat Main Road, Near Jains Anumati, Perungudi, Chennai - 600096.**
7. In case the notice period is not adhered to; your exit formalities will be incomplete and your services will be terminated. You cannot claim any benefits from the company.

Wishing you a fruitful career with Satvat.

For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Pathan Thahir Khan
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Pathan Thahir Khan,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

1. Your original certificate with [SSLC Mark Sheet] is part of the process with the company.
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Wishing you a fruitful career with Satvat.

For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Kanaka Raju Yadiv
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Kanaka Raju Yadiv,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

1. Your original certificate with [SSLC Mark Sheet] is part of the process with the company.
2. Your annual **CTC is INR 3,00,000/ - (Consolidated Stipend)**
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For Satvat Infosol Pvt Ltd

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Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Rahul Pediredla
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Rahul Pediredla,**

Sub: Joining Letter

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20th February 2023

To
Mr/Ms. Peetla Ashok Kumar
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Peetla Ashok Kumar,**

Sub: Joining Letter

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Fax: + 91 -44-24463140

20th February 2023

To
Mr/Ms. Pesaru Abhishek
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Pesaru Abhishek,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

1. Your original certificate with [SSLC Mark Sheet] is part of the process with the company.
2. Your annual **CTC is INR 3,00,000/ - (Consolidated Stipend)**
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6. Training will be provided in our **Training Division** located at **No: 31, Panchayat Main Road, Near Jains Anumati, Perungudi, Chennai - 600096.**
7. In case the notice period is not adhered to; your exit formalities will be incomplete and your services will be terminated. You cannot claim any benefits from the company.

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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Polisetty Ganesh
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Polisetty Ganesh,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Poreddynagulugari Bharath Kumar Reddy
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Poreddynagulugari Bharath Kumar Reddy,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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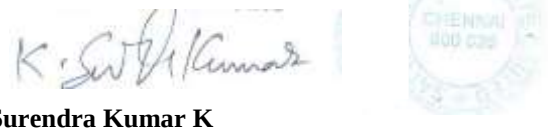
For Satvat Infosol Pvt Ltd



Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Pothuru Praveen Kumar
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Pothuru Praveen Kumar,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Pusuluri Durga Rao
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Pusuluri Durga Rao,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Naveen Puvvadi
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Naveen Puvvadi,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Raccha Veera Bhadram
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Raccha Veera Bhadram,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Raichursatya Reddy
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Raichursatya Reddy,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Vamsi Rapuru
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Vamsi Rapuru,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Madan Regalagadda
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Madan Regalagadda,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Naga Raju Rekukla
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Naga Raju Rekukla,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Rudrapaka Anand Eswar
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Rudrapaka Anand Eswar,**

Sub: Joining Letter

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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Chatharasi Harsha Vardhan Kalyan
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Chatharasi Harsha Vardhan Kalyan,**

Sub: Joining Letter

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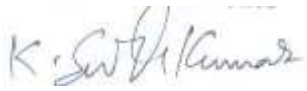
For Satvat Infosol Pvt Ltd



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Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Chinthala Murali
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Chinthala Murali,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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For Satvat Infosol Pvt Ltd

Surendra Kumar K
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20th February 2023

To
Mr/Ms. Gooty Reddy Vishweshwar Reddy
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Gooty Reddy Vishweshwar Reddy,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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20th February 2023

To
Mr/Ms. Govardhan Reddy Mopuri
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Govardhan Reddy Mopuri,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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2. Your annual **CTC is INR 3,00,000/ - (Consolidated Stipend)**
3. You shall join the services of the Company on or before **20th February 2023**.
4. Our detailed letter containing terms and conditions will be given to you shortly.
5. Your original certificate will be returned to you on superannuation or at the time of getting relieved from the company on resignation after you properly hand over all your responsibilities. The notice period for the resignation of employment will be a minimum of **45 days**.
6. Training will be provided in our **Training Division** located at **No: 31, Panchayat Main Road, Near Jains Anumati, Perungudi, Chennai - 600096.**
7. In case the notice period is not adhered to; your exit formalities will be incomplete and your services will be terminated. You cannot claim any benefits from the company.

Wishing you a fruitful career with Satvat.

For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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Nibav Building, III Floor, Adyar
Chennai - 600 020
Ph: +91-44-24463128, 24463129
Fax: + 91 -44-24463140

20th February 2023

To
Mr/Ms. Kavirajan S
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Kavirajan S,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

1. Your original certificate with [SSLC Mark Sheet] is part of the process with the company.
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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Raja Sekhar Reddy Repalle
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Raja Sekhar Reddy Repalle,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

1. Your original certificate with [SSLC Mark Sheet] is part of the process with the company.
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For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Raju Reddy Suram
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Raju Reddy Suram,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

1. Your original certificate with [SSLC Mark Sheet] is part of the process with the company.
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Wishing you a fruitful career with Satvat.

For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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20th February 2023

To
Mr/Ms. Srinivasa Rao Rolla
Bharath University,
173, Agharam Main Road,
Selaiyur, Chennai -73.

Dear **Srinivasa Rao Rolla,**

Sub: Joining Letter

This refers to your application and subsequent interview with us for the **Technical Support Trainee** - Networking position in our organization.

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Wishing you a fruitful career with Satvat.

For Satvat Infosol Pvt Ltd

Surendra Kumar K
Senior Manager - HR, Admin & Operations

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Authorized service representatives for Schneider Electric, GE, EMCO, ABB Transformers

SAEW/HR/OFFER/H - 10/2022-23 **10.01.2023**

To
Mr/Ms. Chapati Hari Teja Reddy

Recruitment of Graduate Engineer Trainee

Dear **Chapati Hari Teja Reddy**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month &if you resign within two years then, one month salary will be deducted.

You should strictly adhere to the rules and regulations & discipline of the company. During your tenure, you wish to resign or the management decides that your services are not required any more.

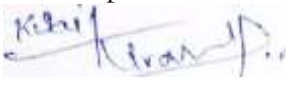
However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for SHREE ABIRAMI ENGGINEERING WORKS.

Accepted**:**



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SAEW/HR/OFFER/H - 11/2022-23 **10.01.2023**

To
Mr/Ms. Chilla Kranthi Kumar Reddy

Recruitment of Graduate Engineer Trainee

Dear **Chilla Kranthi Kumar Reddy**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month &if you resign within two years then, one month salary will be deducted.

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Thanking you,

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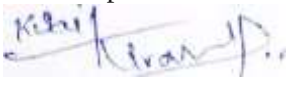
Accepted**:**



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SAEW/HR/OFFER/H - 12/2022-23 **10.01.2023**

To
Mr/Ms. Jammigumpula Vamsi Krishna

Recruitment of Graduate Engineer Trainee

Dear **Jammigumpula Vamsi Krishna**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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Thanking you,

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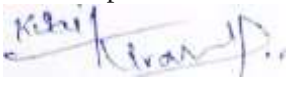
Accepted**:**



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SAEW/HR/OFFER/H - 13/2022-23 **10.01.2023**

To
Mr/Ms. K Sai Kiran

Recruitment of Graduate Engineer Trainee

Dear **K Sai Kiran**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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Thanking you,

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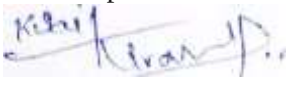

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SAEW/HR/OFFER/H - 14/2022-23 **10.01.2023**

To
Mr/Ms. Bhukya Bhanu Kiran

Recruitment of Graduate Engineer Trainee

Dear **Bhukya Bhanu Kiran**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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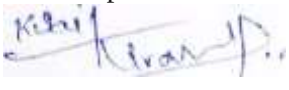

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SAEW/HR/OFFER/H - 15/2022-23 **10.01.2023**

To
Mr/Ms. Bomma Nithin Kumar

Recruitment of Graduate Engineer Trainee

Dear **Bomma Nithin Kumar**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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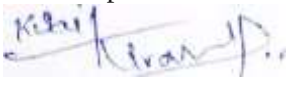

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SAEW/HR/OFFER/H - 16/2022-23 **10.01.2023**

To
Mr/Ms. Guda Pavan Sai

Recruitment of Graduate Engineer Trainee

Dear **Guda Pavan Sai**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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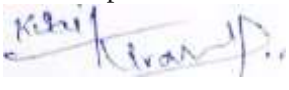
Accepted**:**



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SAEW/HR/OFFER/H - 17/2022-23 **10.01.2023**

To
Mr/Ms. Kamesh G

Recruitment of Graduate Engineer Trainee

Dear **Kamesh G**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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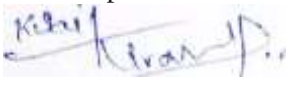
Accepted**:**



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Authorized service representatives for Schneider Electric, EMCO, ABB Transformers

SAEW/HR/OFFER/H - 18/2022-23 **10.01.2023**

To
Mr/Ms. Sohail Basha Kagithala

Recruitment of Graduate Engineer Trainee

Dear **Sohail Basha Kagithala**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

You should be prepared to take up any kind of related works that the management assigns you as and when necessary. You should work two years from the day of your appointment, you will have a notice period of one month &if you resign within two years then, one month salary will be deducted.

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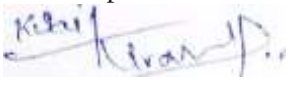
However, if for any reason due to any acts of misconducts or due to any other inevitable circumstances, the management reserves the right to terminate your services forthwith without assigning any reason or notice or any compensation in lieu of.

Please sign and return the duplicate of this order as a token of acceptance.

Thanking you,

Yours faithfully,
for SHREE ABIRAMI ENGGINEERING WORKS.

Accepted**:**



SAEW
ISO 9001 : 2015
JAS-ANZ Accreditation No : M4430310IC

SHREE ABIRAMI ENGGINEERING WORKS

Plot No.56, Arunachalam Main Road, Ambal Nagar,
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SAEW/HR/OFFER/H - 19/2022-23 **10.01.2023**

To
Mr/Ms. Akuthota Maruthivaraprasad

Recruitment of Graduate Engineer Trainee

Dear **Akuthota Maruthivaraprasad**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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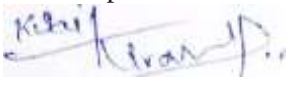

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SAEW/HR/OFFER/H - 20/2022-23 **10.01.2023**

To
Mr/Ms. Gajjala Srinath Reddy

Recruitment of Graduate Engineer Trainee

Dear **Gajjala Srinath Reddy**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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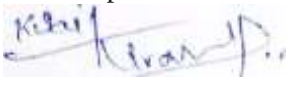

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SAEW/HR/OFFER/H - 21/2022-23 **10.01.2023**

To
Mr/Ms. Kamalakannan R

Recruitment of Graduate Engineer Trainee

Dear **Kamalakannan R**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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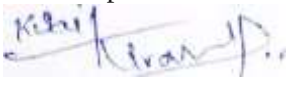

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SAEW/HR/OFFER/H - 22/2022-23 **10.01.2023**

To
Mr/Ms. Siva Dinesh Kammara

Recruitment of Graduate Engineer Trainee

Dear **Siva Dinesh Kammara**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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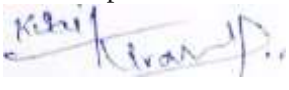

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SAEW/HR/OFFER/H - 23/2022-23 **10.01.2023**

To
Mr/Ms. Kumari Manisha Rani

Recruitment of Graduate Engineer Trainee

Dear **Kumari Manisha Rani**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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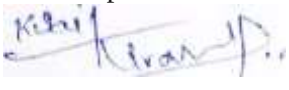

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SAEW/HR/OFFER/H - 24/2022-23 **10.01.2023**

To
Mr/Ms. Kutla Manish

Recruitment of Graduate Engineer Trainee

Dear **Kutla Manish**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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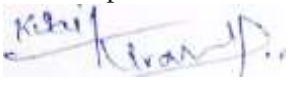

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SAEW/HR/OFFER/H - 25/2022-23 **10.01.2023**

To
Mr/Ms. Nette Sai Kiran

Recruitment of Graduate Engineer Trainee

Dear **Nette Sai Kiran**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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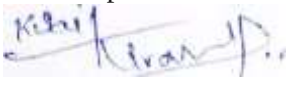

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SAEW/HR/OFFER/H - 26/2022-23 **10.01.2023**

To
Mr/Ms. Pittala Vinay Kumar

Recruitment of Graduate Engineer Trainee

Dear **Pittala Vinay Kumar**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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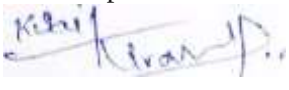

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SAEW/HR/OFFER/H - 27/2022-23 **10.01.2023**

To
Mr/Ms. R Rajesh

Recruitment of Graduate Engineer Trainee

Dear **R Rajesh**

With reference to the interview Dated on 10.01.2023, and subsequent discussions you had with the undersigned, we are pleased to appoint you as **Engineer Trainee** on a consolidated salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month for a period of one year, the joining date will be intimated to you later through letter/ mail

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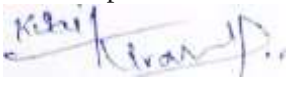

SightSpectrum Technology Solutions (P) Ltd.
www.sightspectrum.com
CIN: U72500TN2Q18PTC12405
GSTIN: 33ABACS2474G1ZJ

OFFER OF APPOINTMENT

Date: 10th Jul 2023

HROA/072023/128

Dear **Uma Maheswari T,**

Welcome to Sight Spectrum Technology Solutions. We are happy to inform you that you are offered the position of **"Management Trainee"** in our company. Your current work location will be **Mepz,** Chennai, starting **10th Jul, 2023.**

Compensation

Your "Annual Compensation" details are attached here within Annexure A. Your total compensation inclusive of all benefits will be **Rs. 4,50,000/-** (Rupees Four Lakhs and Fifty Thousand only) per annum. Your salary will be subjected to deduction of income tax as per the relevant laws. Companies HR policies will be applicable and required to be adhered. Your salary is personal and confidential information. Kindly discuss this only with your manager.

Working hours

The general work timing is 7:00 pm to 4:00 am, 5 days a week. However, you are required to abide by the timings of your project team.

Probationary Period

- You will be on probation for a period of **six months** from the date of your joining. It is subjected to extend depending upon your performance.

Notice Period:

The notice period for separation on your side will be a minimum **2 months**, i.e. 60 days' notice in writing and accepted by the manager. If any employee leaves the organization without any intimation or serving the notice, the organization has rights to take the legal action, or as decided by management on a case-to-case basis.

Leave

The company leave benefits include:

- US National & Festival holidays every calendar year.
- 6 days per year (0.5 day for each completed month), including PL/Casual and sick leave.

You are required to devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. You shall keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its

employees or associates, which you became aware of during your employment with us.

BGV:

Your appointment is subject to satisfactory background reference checks and clearance, which could have a bearing on your working with us.

Confidentiality

The employee will not use, divulge or communicate to any person, any information apart from that relevant to normal business with clients or to persons who have the proper authority, relating to the employer's business, or that of its principles without the employer's prior approval. Keep confidential, after the termination of employment, all the employer's business agreements, tariffs or pricing information, customer and supplier names, and other confidential information in regard to the business of the employer, its employees and its principles and not disclose any such information. Do not copy any material described in above for personal use or use by any unauthorized person. Keep the details of this employment agreement confidential to him/her. You shall not act in any manner,which maybe prejudicial or detrimental to the Company's reputation and standing.

Separation Policy:

Company shall have the right to terminate your services without notice for any misconduct or for any reason including, unsatisfactory performance, to have committed a serious breach or continual material breach of any of your duties or obligations.

Acceptance and Commencement:

Request you to send an email to communicate acceptance of the offer and to confirm your date of joining. After receiving your acceptance of this offer if you do not join the Company by the date of joining communicated to you, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

Looking forward for along and successful journey of yours with us.
Yours sincerely

For Sight Spectrum Technology Solutions(P) Ltd.,

Deepak Raj. M R
Head HR

SightSpectrum Technology Solutions (P) Ltd.
www.sightspectrum.com
CIN: U72500TN2Q18PTC12405
GSTIN: 33ABACS2474G1ZJ

ANNEXURE A

SALARY STRUCTURE

Name: Uma Maheswari T,

Employee CTC	Per Month Rs.	Per Year Rs.
Earnings		
Basic	29,151	349,813
HRA	6,242	74,906
Gross	**35,393**	**424,719**
Deductions		
PF - Employee Cont	1,498	17,978
ESI - Employee Cont	140	1,685
Total Deductions	1,639	19,663
Net Salary	**17,088**	**205,056**
PF Employer	1,498	17,978
ESI Employer	609	7,303
Annual CTC	**37,500**	**450,000**

Note:

* Income Tax, PF & ESI, Professional Taxper existing laws will be deducted.

Disclaimer: The above benefits will be applicable as per the Company's policies and guidelines prevalent at that time.

Candidate Signature **Date:**

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Adithya Kannan** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

CONFIDENTIAL

patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Adithya Kannan

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Adithya Kannan,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Adithya Kannan

_____

Title: Inside Sales - Intern

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Aditya Raj** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

CONFIDENTIAL

For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

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6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

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11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Aditya Raj

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Aditya Raj,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
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We assure you a great career at Skill-Lync & wish you success in this journey with us!

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Aditya Raj

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Tgs Adhitya** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Tgs Adhitya

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

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We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
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Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
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Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
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Annexure

Documents Required

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Tgs Adhitya

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Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Afkhan Nawaz Khan** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

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patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Afkhan Nawaz Khan

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Afkhan Nawaz Khan,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Afkhan Nawaz Khan

_____

Title: Inside Sales - Intern

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Karthik Ainala** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.
For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

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patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Karthik Ainala

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Karthik Ainala,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Karthik Ainala

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Ala Abhishek Kumar** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

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6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

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patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Ala Abhishek Kumar

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Ala Abhishek Kumar,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

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Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

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Exit Policy:

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It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

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We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Ala Abhishek Kumar

_____

Title: Inside Sales - Intern

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Sai Chandu Alavala** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

CONFIDENTIAL

patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Sai Chandu Alavala

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Sai Chandu Alavala,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Sai Chandu Alavala

_____

Title: Inside Sales - Intern

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Aluri Sandeep** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Aluri Sandeep

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Aluri Sandeep,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Aluri Sandeep

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Aluvala Keerthan Chand** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under theCompanies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill- Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

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2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

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patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Aluvala Keerthan Chand

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Aluvala Keerthan Chand,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

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It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
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5. One Passport size recent photograph - Soft copy

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We assure you a great career at Skill-Lync & wish you success in this journey with us!

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Accepted and Agreed to by:

Skill-Lync, Inc

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Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Aluvala Keerthan Chand

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Amaravarapu Naga Vamsi** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under theCompanies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill- Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

CONFIDENTIAL

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

CONFIDENTIAL

patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Amaravarapu Naga Vamsi

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Amaravarapu Naga Vamsi,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Amaravarapu Naga Vamsi

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Amartya Kumar** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

CONFIDENTIAL

business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

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patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Amartya Kumar

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Amartya Kumar,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Amartya Kumar

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Amrit Sah** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

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6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

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CONFIDENTIAL

business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

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CONFIDENTIAL

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Amrit Sah

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Amrit Sah,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

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Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

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It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

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CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

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We assure you a great career at Skill-Lync & wish you success in this journey with us!

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Amrit Sah

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Amudalapalli Sivakiran** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under theCompanies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill- Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

CONFIDENTIAL

For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

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patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Amudalapalli Sivakiran

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Amudalapalli Sivakiran,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Amudalapalli Sivakiran

_____

Title: Inside Sales - Intern

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Yaswanth Annam** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.
For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

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patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Yaswanth Annam

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Yaswanth Annam,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Yaswanth Annam

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Anneboina Rahul Goud** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under theCompanies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill- Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

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14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

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patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Anneboina Rahul Goud

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Anneboina Rahul Goud,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

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It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Anneboina Rahul Goud

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Aramalla Yashwanth Reddy** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under theCompanies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill- Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.
For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

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patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Aramalla Yashwanth Reddy

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Aramalla Yashwanth Reddy,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Aramalla Yashwanth Reddy

_____

Title: Inside Sales - Intern

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Arroju Manoj Kumar** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Arroju Manoj Kumar

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Arroju Manoj Kumar,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Arroju Manoj Kumar

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Aslam Safiq Abdulkalam Azad** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under theCompanies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill- Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

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For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

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8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

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CONFIDENTIAL

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Aslam Safiq Abdulkalam Azad

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Aslam Safiq Abdulkalam Azad,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
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Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
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Annexure

Documents Required

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Skill-Lync, Inc

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Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Aslam Safiq Abdulkalam Azad

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Atchirthy Ramakrishna** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under theCompanies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill- Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

CONFIDENTIAL

For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

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patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Atchirthy Ramakrishna

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Atchirthy Ramakrishna,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Atchirthy Ramakrishna

_____

Title: Inside Sales - Intern

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Eswar Avinash Atyam** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.
For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

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6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Eswar Avinash Atyam

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Eswar Avinash Atyam,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Eswar Avinash Atyam

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Mallikarjuna Avadhari** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

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6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Mallikarjuna Avadhari

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Mallikarjuna Avadhari,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
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Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
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Annexure

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Skill-Lync, Inc

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Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Mallikarjuna Avadhari

_____

Title: Inside Sales - Intern

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Avula Sai Ram Reddy** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

CONFIDENTIAL

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

CONFIDENTIAL

patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Avula Sai Ram Reddy

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Avula Sai Ram Reddy,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Avula Sai Ram Reddy

_____

Title: Inside Sales - Intern

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **A Koteswara Rao** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

CONFIDENTIAL

For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

A Koteswara Rao

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **A Koteswara Rao,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

A Koteswara Rao

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Bachireddy Vishal Kumar Reddy** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill- Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

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For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

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2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

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CONFIDENTIAL

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CONFIDENTIAL

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Bachireddy Vishal Kumar Reddy

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Bachireddy Vishal Kumar Reddy,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

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Start Date and Formalities:

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
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CONFIDENTIAL

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Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
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Annexure

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Skill-Lync, Inc

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Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Bachireddy Vishal Kumar Reddy

_____

Title: Inside Sales - Intern

CONFIDENTIAL

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

This Non-Disclosure Agreement (the "Agreement") entered into on **March 21, 2023** by and between **Bandi Rajesh Reddy** here in after referred to as ("Employee") which includes its successors and assigns and legal representatives and Epowerx Learning Technologies Pvt Ltd. a company incorporated under the Companies Act, 1956 and having its registered office address at Techno Park No:10, 7th Floor, Old Mahabalipuram Road, Thoraipakkam, Chennai, Tamil Nadu – 600097 hereinafter referred to as ("Skill-Lync") which includes its successors and assigns and legal representatives.

The Employee and Skill-Lync shall thereafter individually be referred to as "Party" and collectively as "Parties".

WHEREAS, Skill-Lync is an E-Learning platform. The Employee will be employed with Skill-Lync as a **'Inside Sales - Intern'** with effect from **March 23, 2023.**

Whereas, the Employee may in the course of his/her employment with Skill-Lync shall have access to sensitive, confidential data of Skill-Lync and shall also be required to disclose confidential, important and/or Skill-Lync's business trade secret information concerning Skill-Lync's business and activities;

Therefore, the parties hereto agree to enter into a confidential relationship with respect to the disclosure by each of them of certain information as follows:

1. Definitions: For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have Skill-Lync's client/partner confidential data including business plan, business process, business trade secrets, commercial values offered to Skill-Lync's clients/partners or other business information including prospective business of Skill-Lync or its subsidiaries or affiliates. It is the responsibility of the Disclosing Party/Employee to strictly restrain from disclosing Confidential Information to any third party or Receiving Party.

For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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For purposes of this Agreement, the term "Representative" shall include each party's directors, officers, employees, agents, consultants, and financial, legal, and other advisors.

2. Exclusions: Confidential Information does not include information that the Receiving Party can demonstrate: (a) was in the Receiving Party's possession prior to its being furnished to the Receiving Party under the terms of this Agreement, provided the source of that information was not known by the Receiving Party to be bound by a confidentiality agreement with or other obligation of confidentiality to the Disclosing Party; (b) is now, or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known to the public; (c) is rightfully obtained by the Receiving Party from a third party, without breach of any obligation to the Disclosing Party; or (d) is independently developed by the Receiving Party without use of or reference to the Confidential Information.

3. Confidentiality: The Receiving Party and its Representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 4 and 5 of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence.

4. Permitted Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information to the Receiving Party's responsible Representatives with a bona fide need to know such Confidential Information, but only to the extent necessary to evaluate or carry out the proposed transactionor relationship with the Disclosing Party and only if such employees are advised of the confidential nature of such Confidential Information and the terms of this Agreement and are bound to protect the confidentiality of such Confidential Information.

5. Required Disclosures: The Receiving Party may disclose the Disclosing Party's Confidential Information if and to the extent that such disclosure is required by court order, provided that the Receiving Party provides the Disclosing Party a reasonable opportunity to review the disclosure before it is made andto interpose its own objection to the disclosure.

6. Use: The Receiving Party and its Representatives shall use the Confidential Information solely for the purpose of growth of Skill-Lync's business during the term of their employment only and not in any way use the Confidential Information to the detriment of the Disclosing Party. Nothing in this Agreement shall be construed as granting any rights to the Receiving Party, by license or otherwise, to any of the Disclosing Party's Confidential Information.

7. No Objection: Holding of discussions or exchange of material or information with the Employee's manager or its team during the course of his/her employment for the purpose of developing Skill-Lync's

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business shall not be construed as prohibited, subject to such discussion is for consummation of the transaction discussed therein or for completion of the transaction for which the material or information was exchanged under this Agreement.

8. Irreparable Harm: The Receiving Party understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause the Disclosing Party irreparable harm, the amount of which may be difficult to ascertain and therefore agrees that the Disclosing Party shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as the Disclosing Party shall deem appropriate.

9. Consequential Damages: No warranties of any kind are given with respect to the Confidential Information disclosed under this Agreement or any use thereof, except as may be otherwise agreed to in writing. Employee agrees that he/she shall be liable to loss of profits, loss of business or indirect, consequential or punitive damages of Skill-Lync in the event the said Employee discloses any Confidential Information to any third party and such disclosure shall constitute a breach of this Agreement.

10. Survival: The Employee understands and acknowledges that he/she shall be bound by the terms of confidentiality as provided in paragraph 3 and the secrecy and non-use obligations under the terms of the Agreement in perpetuity

11. Successors and Assigns: This Agreement and each party's obligations hereunder shall be binding on the representatives, assigns, and successors of such party and shall inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the parties hereunder are not assignable.

12. Governing Jurisdiction: This jurisdiction for this agreement shall be governed by courts in Chennai, India.

13. Counterparts and Right: This Agreement may be signed in counterparts, which together shall constitute one agreement.

14. Entire Agreement: This Agreement expresses the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous proposals, agreements, representations and understandings, whether written or oral, with respect to the subject matter. This Agreement is not, however, to limit any rights that either party may have under trade secret, copyright,

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patent or other laws. This Agreement may not be amended or modified except in writing signed by each of the parties to the Agreement. This Agreement shall be construed as to its fair meaning and not strictly for or against either party. The headings hereof are descriptive only and are not to be construed in interpreting the provisions hereof.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Bandi Rajesh Reddy

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Bandi Rajesh Reddy,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Bandi Rajesh Reddy

_____

Title: Inside Sales - Intern

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Non-Disclosure Agreement

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For purposes of this Agreement, the term "the Disclosing Party" shall be the party that discloses Confidential Information to the Receiving Party.

For purposes of this Agreement, the term "the Receiving Party" shall be the party that receives Confidential Information from the Disclosing Party and shall include Skill-Lync's competitors, the company he or she represents, and all affiliates, subsidiaries, and related companies of the Receiving Party.

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Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Bandla Sai Giridhar

_____

Title: Inside Sales - Intern

EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

OFFER PROPOSAL - CONFIDENTIAL

Dear **Bandla Sai Giridhar,**

We are pleased to extend you an offer to join 'Epowerx Learning Technologies Pvt Ltd.', hereinafter referred to as ("Skill-Lync") as **Inside Sales – Intern** to be based in **Chennai.** We assure you a great career at Skill-Lync & wish you success in this journey with us!
Please find specifics of the offer below:

1. You will be required to submit to our HR a set of documents (as mentioned in Annexure) at the time of joining.

Start Date and Formalities:

We propose a start date as **March 23, 2023** contingent on your current employment arrangement. The first 3 months from your DOJ will be your internship period.

Remuneration:

Your monthly remuneration will be **INR 58000** (Rupees Fifty-Eight Thousand Only).

Leave Policy:

You are entitled to the government holidays as per the company calendar. In addition to that, you will be eligible for 1 paid - Casual/sick leave per month.

Exit Policy:

All interns who have indicated their separation from the Company are required to serve a notice period of 15 days.
It is expected that the interns serving the notice period will continue the work assigned by their managers unless instructed otherwise.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Internship program:

The 3-month period is the probation period, the first 2 weeks will be a training period followed by an assessment. It is mandatory for you to clear the assessment, in order to move forward. For any reason if you are unable to clear the assessment, your internship with us will come to an end.
The next 10 weeks will be an OJT (On the job training) period. The goal during the OJT period is to make 1 sale in the first 4 weeks of OJT and then 3 sales in the next 6 weeks of OJT. Depending upon the performance during this period, candidates will be eligible for a Pre-Placement Offer.

Notice Period/Buyout Option:

Should you desire to resign from the Company you shall provide the Company with prior written notice of the above-mentioned period of such resignation or payment in lieu thereof.

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EpowerX Learning Technologies Pvt. Ltd.
Techno Park No:10, 7th Floor, Old Mahabalipuram Road,
Thoraipakkam, Chennai, Tamil Nadu – 600097

Annexure

Documents Required

1. PAN Card
2. Aadhar Card
3. Address Proof - Soft Copy of the Passport / Driving License / Voter ID
4. Softcopies of Academic Qualification records – X & XII mark sheets, UG & PG
5. One Passport size recent photograph - Soft copy

We are excited about the possibility of you starting your Skill-Lync career in this position.
Please indicate your acceptance of our employment offer by e-signing this letter in the space provided below.

We assure you a great career at Skill-Lync & wish you success in this journey with us!

This offer, if not accepted, will expire at the close of business on **March 24, 2023**.

Accepted and Agreed to by:

Skill-Lync, Inc

_____

Title: Senior Manager – Talent Acquisition

Accepted and Agreed to by:

Bandla Sai Giridhar

_____

Title: Inside Sales - Intern

CONFIDENTIAL

16 October 2022 **OL Number : SKLR22-2362**

Dear **Challa Venkata Anil Kumar Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Challa Venkata Anil Kumar Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2363**

Dear **Kiran Gankidi,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Kiran Gankidi,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2364**

Dear **Rawla Rakesh,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Rawla Rakesh,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2365**

Dear **Sunkara Mani Kanta,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sunkara Mani Kanta,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2366**

Dear **Surya P,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Surya P,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2367**

Dear **Rima Bharti Singh,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Rima Bharti Singh,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2368**

Dear **Gaddam Avinash,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Gaddam Avinash,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2369**

Dear **Puranam Raghupathi,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Puranam Raghupathi,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2370**

Dear **Bhanu Durga Prasad Badeti,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Bhanu Durga Prasad Badeti,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2371**

Dear **Dharmendra Kumar Mandal,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Dharmendra Kumar Mandal,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2372**

Dear **Eragasu Nithya,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Sincerely,
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SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Eragasu Nithya,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2373**

Dear **Irshad Ali,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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Sincerely,
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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Irshad Ali,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2374**

Dear **Kanakam Bhargav,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Sincerely,
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Chief Executive Officer
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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Kanakam Bhargav,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2375**

Dear **Kilari Venkateshwarlu Venkateshwarlu,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Kilari Venkateshwarlu Venkateshwarlu,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2376**

Dear **Kukkala Raja Sekhar,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Kukkala Raja Sekhar,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2377**

Dear **Marella Lalith,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Chief Executive Officer
SKLR EDTECH PVT LTD

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Marella Lalith,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2378**

Dear **Naveen Kadiyala,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Muskan Rastogi
Chief Executive Officer
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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Naveen Kadiyala,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2379**

Dear **Potla Sandeep Kumar,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Sincerely,
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Chief Executive Officer
SKLR EDTECH PVT LTD

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Potla Sandeep Kumar,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2380**

Dear **Rayani Mani Raghavendra,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Rayani Mani Raghavendra,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2381**

Dear **S Upendra Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **S Upendra Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2382**

Dear **Sai Taddi,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sai Taddi,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2383**

Dear **Sameer Pasha Md,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sameer Pasha Md,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2384**

Dear **Shiva Kumar Enaganti,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Shiva Kumar Enaganti,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2385**

Dear **Siva Satish Katamreddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

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5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Siva Satish Katamreddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2386**

Dear **Uday Krishna Jyothi,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Uday Krishna Jyothi,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2387**

Dear **Venakata Upendar Reddy Kamasani,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Chief Executive Officer
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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Venakata Upendar Reddy Kamasani,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2388**

Dear **Viswanadhapalli Raju,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Viswanadhapalli Raju,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2389**

Dear **Yandapalli Manohar Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

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Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Yandapalli Manohar Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2390**

Dear **Bairi Thirupathi,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Bairi Thirupathi,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2391**

Dear **Bandameedi Manohar,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

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Chief Executive Officer
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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Bandameedi Manohar,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2392**

Dear **Dudekula Ubedulla,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Dudekula Ubedulla,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2393**

Dear **Duthaluru Guru Madhu Sudhan Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Duthaluru Guru Madhu Sudhan Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2394**

Dear **Jammula Vijay,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Jammula Vijay,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2395**

Dear **Kadakanchi Bharath,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Kadakanchi Bharath,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2396**

Dear **Madathala Vasu Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Madathala Vasu Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2397**

Dear **Pavan Kumar Gade,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Pavan Kumar Gade,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2398**

Dear **Rahul Teetla,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Rahul Teetla,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2399**

Dear **Ravi Thammarapu,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Ravi Thammarapu,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2400**

Dear **Sai Charan Gangapuram,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sai Charan Gangapuram,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2401**

Dear **Shaik Haneef,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Shaik Haneef,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2402**

Dear **Sivakumar Siva Uppu,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sivakumar Siva Uppu,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2403**

Dear **Suresh Daggubilli,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Suresh Daggubilli,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2404**

Dear **Dade Koteswar Rao,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Dade Koteswar Rao,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2405**

Dear **Suram Hemanth Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Suram Hemanth Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2406**

Dear **Abdul Riyaz A,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
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5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Abdul Riyaz A,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2407**

Dear **Sravan Kumar Bari,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Chief Executive Officer
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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sravan Kumar Bari,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2408**

Dear **Karthik Nutheti,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Muskan Rastogi
Chief Executive Officer
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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Karthik Nutheti,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2409**

Dear **Naveen Kumar Reddy Vangala,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Naveen Kumar Reddy Vangala,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2410**

Dear **Tavva Obul Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Tavva Obul Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2411**

Dear **Uthaya Nagarajan,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Uthaya Nagarajan,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2412**

Dear **Zameer Ahamad Shaik,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Zameer Ahamad Shaik,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2413**

Dear **Gokul T,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Gokul T,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2414**

Dear **Shalom Morris N,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Shalom Morris N,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2415**

Dear **Shashank Nune,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Shashank Nune,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2416**

Dear **Nunna Raviteja,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Nunna Raviteja,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2417**

Dear **Pakanati Tharun Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Pakanati Tharun Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2418**

Dear **Prasad Palakuri,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Prasad Palakuri,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2419**

Dear **Pallagani Ajith Kumar,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Pallagani Ajith Kumar,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2420**

Dear **Pallavi Singh,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

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Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Pallavi Singh,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2421**

Dear **Dhanunjaya Reddy Pammi,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Dhanunjaya Reddy Pammi,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2422**

Dear **Sumanth Pandiri,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
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Chief Executive Officer
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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sumanth Pandiri,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2423**

Dear **Pasala Sai Suman,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Pasala Sai Suman,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2424**

Dear **Sai Kumar Pathakamuri,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Sincerely,
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Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sai Kumar Pathakamuri,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2425**

Dear **Sai Siddhartha Patthigulla,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sai Siddhartha Patthigulla,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2426**

Dear **Pavuluri Chanikya Eswara Prasad,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
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5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Pavuluri Chanikya Eswara Prasad,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2427**

Dear **Peddana Boyana Venu Kamal,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Peddana Boyana Venu Kamal,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2428**

Dear **Purna Sai,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Purna Sai,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2429**

Dear **Pichikala Hema Bharath,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Pichikala Hema Bharath,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2430**

Dear **Vishal Pinumalla,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
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Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Vishal Pinumalla,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2431**

Dear **Pogiri Madhuri,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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SKLR EDTECH PVT LTD

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Pogiri Madhuri,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2432**

Dear **Pogula Naveen,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Pogula Naveen,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2433**

Dear **Ravi Babu,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Sincerely,
Muskan Rastogi
Chief Executive Officer
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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Ravi Babu,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2434**

Dear **Ponugoti Sairam,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Sincerely,
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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Ponugoti Sairam,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2435**

Dear **Pramod Kumar,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Pramod Kumar,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2436**

Dear **Puli Pavan,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Puli Pavan,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2437**

Dear **Sai Puranm,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sai Puranm,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2438**

Dear **Putta Kowshik,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Putta Kowshik,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2439**

Dear **Sricharan Rachakonda,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sricharan Rachakonda,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2440**

Dear **Revu Sravan Siddhu,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Revu Sravan Siddhu,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2441**

Dear **Sagarla Aravind,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sagarla Aravind,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2442**

Dear **V Sai Balram,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **V Sai Balram,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2443**

Dear **Sai Vignesh,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sai Vignesh,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2444**

Dear **Pavan Kalyan Sakhamuri,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Pavan Kalyan Sakhamuri,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2445**

Dear **Vishnu Vardhan Reddy Sama,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Vishnu Vardhan Reddy Sama,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2446**

Dear **Santosh Sahu,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
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5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Santosh Sahu,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2447**

Dear **Sareddy Venkata Subbareddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Chief Executive Officer
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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sareddy Venkata Subbareddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2448**

Dear **Saroj Kumar Bharti,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Saroj Kumar Bharti,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2449**

Dear **Sathish Kumar Mahadevan,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Chief Executive Officer
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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sathish Kumar Mahadevan,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2450**

Dear **Bhaskar Vm Ramesh,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Chief Executive Officer
SKLR EDTECH PVT LTD

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Bhaskar Vm Ramesh,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2451**

Dear **Lohith Seelam,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Lohith Seelam,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2452**

Dear **Pratap Setty,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Pratap Setty,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2453**

Dear **Shaik Fayaz,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Shaik Fayaz,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2454**

Dear **Hameed Shaik,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Hameed Shaik,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2455**

Dear **Khaja Shaik,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Khaja Shaik,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2456**

Dear **Mastan Vali Shaik,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Mastan Vali Shaik,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2457**

Dear **Shaik Nadeem,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Shaik Nadeem,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2458**

Dear **Regu Sharath Krishna,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Regu Sharath Krishna,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2459**

Dear **Sheelam Shashidhar Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sheelam Shashidhar Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2460**

Dear **Saitirumala Simhadri,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
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Chief Executive Officer
SKLR EDTECH PVT LTD

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Saitirumala Simhadri,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2461**

Dear **Somishetty Varun Kumar,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Chief Executive Officer
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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Somishetty Varun Kumar,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2462**

Dear **Sravya Vemula,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sravya Vemula,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2463**

Dear **Sree Rama Kavacham Sri Chandu,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Sree Rama Kavacham Sri Chandu,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2464**

Dear **B Sreedhar Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Sincerely,
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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **B Sreedhar Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2465**

Dear **Srirama Saketh,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Srirama Saketh,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2466**

Dear **Madhav Sai Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Madhav Sai Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2467**

Dear **Vamsi Krishna Suravarapu,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Vamsi Krishna Suravarapu,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2468**

Dear **K Swamy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **K Swamy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2469**

Dear **Syed Imran Basha,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Syed Imran Basha,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2470**

Dear **Lakshman Babu Telagamsetti,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Lakshman Babu Telagamsetti,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2471**

Dear **Telugu Uma Mahesh,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
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Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Telugu Uma Mahesh,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2472**

Dear **Rakesh Goud Thallapalli,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
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Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Rakesh Goud Thallapalli,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2473**

Dear **Aakavaram Kiran,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Sincerely,
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Chief Executive Officer
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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Aakavaram Kiran,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2474**

Dear **Abhishek Kumar Singh,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Sincerely,
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Chief Executive Officer
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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Abhishek Kumar Singh,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2475**

Dear **Acham Sukumar,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Acham Sukumar,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2476**

Dear **Teja Achutha,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
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5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Teja Achutha,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2477**

Dear **Chinnarao Addanki,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Chief Executive Officer
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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Chinnarao Addanki,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2478**

Dear **Adepu Venkatesh,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Sincerely,
Muskan Rastogi
Chief Executive Officer
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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Adepu Venkatesh,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2479**

Dear **Adla Pavan Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

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Muskan Rastogi
Chief Executive Officer
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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Adla Pavan Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2480**

Dear **Mandi Ajay Kumar,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

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This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

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Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Mandi Ajay Kumar,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2481**

Dear **Alamuru Likhitha Alamuru,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Alamuru Likhitha Alamuru,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2482**

Dear **Amanaganti Vikas,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Amanaganti Vikas,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2483**

Dear **Ambadipudi Charethardha,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Ambadipudi Charethardha,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2484**

Dear **Chandrababu Naidu Anakapalli,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Chandrababu Naidu Anakapalli,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2485**

Dear **Anbarasu A,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Anbarasu A,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2486**

Dear **Ankipalli Siddardha,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

1. During the training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month or have to pay a compensation equal to a 1-month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
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5. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Ankipalli Siddardha,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2487**

Dear **Jayakrishna Anne,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Jayakrishna Anne,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2488**

Dear **Antham Rohith Reddy,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

Other Terms and Conditions

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Antham Rohith Reddy,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2489**

Dear **Arigela Srinivasa Rao,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Arigela Srinivasa Rao,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2490**

Dear **Teja Charan Attuluri,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Teja Charan Attuluri,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2491**

Dear **Ramgopalreddy Avuduri,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Ramgopalreddy Avuduri,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2492**

Dear **Madhusudhan Reddy Avula,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

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This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Madhusudhan Reddy Avula,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2493**

Dear **Avula Venkata Sivaram,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Avula Venkata Sivaram,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

16 October 2022 **OL Number : SKLR22-2494**

Dear **Bandla Venkatesh Prasad,**

We are excited to extend an offer to you for an internship position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development**.

This position is scheduled to begin on **2 November 2022** and will be ending on **11 May 2023**. Your first 10 days of internship shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m IST. This position will pay INR **15000** per month and upto 12,000 INR incentives which will vary according to your performance. Your monthly target will be INR **300000**. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your internship with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 8095680803. Please review this letter in full, and sign and return it via email to hr@skolar.in to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful internship. Welcome to our team!

Sincerely,
Muskan Rastogi
Chief Executive Officer
SKLR EDTECH PVT LTD

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6. Official communication either within the company or outside the company should be through the company Email of your manager only.
7. Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

I, **Bandla Venkatesh Prasad,** accept the above offer and will begin the internship position on 2nd November 2022.

Name:

Sign:

February 02, 2023

To

Mr/Ms.Bandreddy Ajay Kumar,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Bandreddy Ajay Kumar,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. 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 provisionally selected for the position of **"ASSOCIATE SOFTWARE ENGINEER".** Your CTC will be **2.4 LPA.** You will be notified at a later date with regard to your expected date of joining and on boardingrelated formalities. The tentative data of joining will be **10th May, 2023.**

Please note that this offer is contingent upon your successful completion of your ongoing education resulting in a proof/documentation supporting such completion on the day of your joining Prodapt.

Please indicate your acceptance by signing this letter and forwarding a scanned copy to careers@solverines.com on or before **27th March, 2023.**

For more information about our company, please visit us at www.solverines.com

Please do not hesitate to call us or email to careers@solverines.com for any information you may need.

Wishing you good luck.

Look forward to your joining Team Solverines Technology Solutions
Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Bathuka Jashwanth Jashwanth,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Bathuka Jashwanth Jashwanth,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. 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 provisionally selected for the position of **"ASSOCIATE SOFTWARE ENGINEER".** Your CTC will be **2.4 LPA.** You will be notified at a later date with regard to your expected date of joining and on boardingrelated formalities. The tentative data of joining will be **10th May, 2023.**

Please note that this offer is contingent upon your successful completion of your ongoing education resulting in a proof/documentation supporting such completion on the day of your joining Prodapt.

Please indicate your acceptance by signing this letter and forwarding a scanned copy to careers@solverines.com on or before **27th March, 2023.**

For more information about our company, please visit us at www.solverines.com

Please do not hesitate to call us or email to careers@solverines.com for any information you may need.

Wishing you good luck.

Look forward to your joining Team Solverines Technology Solutions
Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Govardhan Batta,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Govardhan Batta,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. 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 provisionally selected for the position of **"ASSOCIATE SOFTWARE ENGINEER".** Your CTC will be **2.4 LPA.** You will be notified at a later date with regard to your expected date of joining and on boardingrelated formalities. The tentative data of joining will be **10th May, 2023.**

Please note that this offer is contingent upon your successful completion of your ongoing education resulting in a proof/documentation supporting such completion on the day of your joining Prodapt.

Please indicate your acceptance by signing this letter and forwarding a scanned copy to careers@solverines.com on or before **27th March, 2023.**

For more information about our company, please visit us at www.solverines.com

Please do not hesitate to call us or email to careers@solverines.com for any information you may need.

Wishing you good luck.

Look forward to your joining Team Solverines Technology Solutions
Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Murali Sai Manikanta Durga Prasad Battula,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Murali Sai Manikanta Durga Prasad Battula,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. 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 provisionally selected for the position of **"ASSOCIATE SOFTWARE ENGINEER".** Your CTC will be **2.4 LPA.** You will be notified at a later date with regard to your expected date of joining and on boardingrelated formalities. The tentative data of joining will be **10th May, 2023.**

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Wishing you good luck.

Look forward to your joining Team Solverines Technology Solutions
Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Mahendra Battini,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Mahendra Battini,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Look forward to your joining Team Solverines Technology Solutions
Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Venkata Sasidhar Reddy Beeram,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Venkata Sasidhar Reddy Beeram,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Bhajantri Purusotham,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Bhajantri Purusotham,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.B Bhanu Prakash,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **B Bhanu Prakash,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Bhimanadham Sai Ganesh Reddy,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Bhimanadham Sai Ganesh Reddy,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Bhuvana Chandra V,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Bhuvana Chandra V,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Biginipalli Himam,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Biginipalli Himam,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Bikkasani Harish,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Bikkasani Harish,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Boinapally Shravan Kumar,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Boinapally Shravan Kumar,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Bojja Sudharshan Goud,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Bojja Sudharshan Goud,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Sumanth Bolishetty,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Sumanth Bolishetty,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Wishing you good luck.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Vikas Varma,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Vikas Varma,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Bonguram Bhaskar Reddy,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Bonguram Bhaskar Reddy,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Bonu Sai Ram,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Bonu Sai Ram,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.N Boopathy,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **N Boopathy,**

Sub: Letter of Intent

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Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Sagar Boppenapelli,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Sagar Boppenapelli,**

Sub: Letter of Intent

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Phaninder Reddy Boreddy,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Phaninder Reddy Boreddy,**

Sub: Letter of Intent

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

SOLVERINES
IT Demands. We Deliver.

February 02, 2023

To

Mr/Ms.Boreddy Sai Navaneeth Reddy,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Boreddy Sai Navaneeth Reddy,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Venkata Ravindra Boyapati,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Venkata Ravindra Boyapati,**

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Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Budde Manoj Kumar,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Budde Manoj Kumar,**

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Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Budigi Monish Saivardhan,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Budigi Monish Saivardhan,**

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Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

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February 02, 2023

To

Mr/Ms.Gireesh Kumar Busetti,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Gireesh Kumar Busetti,**

Sub: Letter of Intent

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February 02, 2023

To

Mr/Ms.Mahendra Chaganti,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Mahendra Chaganti,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. 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 provisionally selected for the position of **"ASSOCIATE SOFTWARE ENGINEER".** Your CTC will be **2.4 LPA.** You will be notified at a later date with regard to your expected date of joining and on boardingrelated formalities. The tentative data of joining will be **10th May, 2023.**

Please note that this offer is contingent upon your successful completion of your ongoing education resulting in a proof/documentation supporting such completion on the day of your joining Prodapt.

Please indicate your acceptance by signing this letter and forwarding a scanned copy to careers@solverines.com on or before **27th March, 2023.**

For more information about our company, please visit us at www.solverines.com

Please do not hesitate to call us or email to careers@solverines.com for any information you may need.

Wishing you good luck.

Look forward to your joining Team Solverines Technology Solutions
Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Beerendra Sai Chalamsetti,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Beerendra Sai Chalamsetti,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. 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 provisionally selected for the position of **"ASSOCIATE SOFTWARE ENGINEER".** Your CTC will be **2.4 LPA.** You will be notified at a later date with regard to your expected date of joining and on boardingrelated formalities. The tentative data of joining will be **10th May, 2023.**

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Wishing you good luck.

Look forward to your joining Team Solverines Technology Solutions
Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Challa Apoorva,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Challa Apoorva,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. 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 provisionally selected for the position of **"ASSOCIATE SOFTWARE ENGINEER".** Your CTC will be **2.4 LPA.** You will be notified at a later date with regard to your expected date of joining and on boardingrelated formalities. The tentative data of joining will be **10th May, 2023.**

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Wishing you good luck.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Challa Charanjeeva Phanikumar,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Challa Charanjeeva Phanikumar,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. 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 provisionally selected for the position of **"ASSOCIATE SOFTWARE ENGINEER".** Your CTC will be **2.4 LPA.** You will be notified at a later date with regard to your expected date of joining and on boardingrelated formalities. The tentative data of joining will be **10th May, 2023.**

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Look forward to your joining Team Solverines Technology Solutions
Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Chandu Kasineni,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Chandu Kasineni,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Chappidi Avinash,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Chappidi Avinash,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer.

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Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Cheekoti Nikhil,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Cheekoti Nikhil,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. 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 provisionally selected for the position of **"ASSOCIATE SOFTWARE ENGINEER".** Your CTC will be **2.4 LPA.** You will be notified at a later date with regard to your expected date of joining and on boardingrelated formalities. The tentative data of joining will be **10th May, 2023.**

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Wishing you good luck.

Look forward to your joining Team Solverines Technology Solutions
Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

February 02, 2023

To

Mr/Ms.Tharun Kumar Cheemala,
Bharath Institute of Higher Education and Research,
Chennai – 600073.

Dear **Tharun Kumar Cheemala,**

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. 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 provisionally selected for the position of **"ASSOCIATE SOFTWARE ENGINEER".** Your CTC will be **2.4 LPA.** You will be notified at a later date with regard to your expected date of joining and on boardingrelated formalities. The tentative data of joining will be **10th May, 2023.**

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Look forward to your joining Team Solverines Technology Solutions
Yours sincerely,

Padma Priya

Padmapriya Ramamurthy
Associate Director – Human Resources

Cell : 98405 31612

SRI BALAJI AQUA WATER

No.131, Vasanthavadi Village, Madhuranthagam Block, Madhuranthagam, Chengalpattu Taluk,
Kancheepuram District, Tamilnadu - 603 313.

Date : 14-03-2023

Name: Deva balaji.R

Address: No:21 padasalai stree,
urapakkam -603210

Dear Deva balaji.R,

Appointed as Mechine maintenance

We refer to your recent interview for the above position and are pleased to inform that we are offering you the position with our company effective from (23-02-2023) under the following terms and conditions:

Salary: The salary offered to the candidate during the interview was Rs20,000 per month

Probationary Period: The probationary period need to be served by the candidate, after joining the job

Working Hours: The working hours to be followed by the employee, Monday to Friday working, (Saturday & Sunday Off),

Leave Policy: Mention number of leaves granted per year. Details of sick leave, earned leave, casual leave, paternal leave, etc.

Notice Period Clause: If the employee desire to leave the company, he needs to serve the notice period as per stated by the company in the appointment letter

For BALAJI AQUA WATER

R.Vijaya

Proprietrix

November 27, 2022

Offer Letter

Dear **Besta Srikanth,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

As per the discussion, your starting date will be on **December 01, 2022**. As part of your annual compensation, you will receive a Total Salary of **Rs.3.00,008/-** and, will be eligible for a performance linked variable bonus. Please find the employee handbook which contains the medical and retirement benefits offered by our organizations.

We wish you the very best in all her future endeavors.

Please confirm your acceptance of this offer by signing and returning the copy of this offer letter.
We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Gorantla Saikumar,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We wish you the very best in all her future endeavors.

Please confirm your acceptance of this offer by signing and returning the copy of this offer letter.
We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Narayana Satya Narayana,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We wish you the very best in all her future endeavors.

Please confirm your acceptance of this offer by signing and returning the copy of this offer letter.
We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Dhanush C,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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Please confirm your acceptance of this offer by signing and returning the copy of this offer letter.
We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Hemanth Kumar Velpuri,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Vardineni Sai Charan Rao,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Sai Charan Rajeev Varma Vathsavayi,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Vatte Abhinav Reddy,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Veerareddygari Bharath Simha Reddy,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **A Veerasahithyan,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Venkata Phanindra Kumar Naidu Vellanki,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Velpuri Subbarao,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Veluru Nithesh Reddy,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Sai Radhesh Vemavarapu,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Monika Monika Vemireddy,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Vemunoori Maniteja,**

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Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

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Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Sahan Vennam,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Vigneshwaran R,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Vinoth Kumar K,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Voddiparthy Sandeep,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Volgula Prem Kumar,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

As per the discussion, your starting date will be on **December 01, 2022**. As part of your annual compensation, you will receive a Total Salary of **Rs.3.00,008/-** and, will be eligible for a performance linked variable bonus. Please find the employee handbook which contains the medical and retirement benefits offered by our organizations.

We wish you the very best in all her future endeavors.

Please confirm your acceptance of this offer by signing and returning the copy of this offer letter.
We look forward to welcoming you on board.

Sincerely.

SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Pawan Raju Vemula,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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SPi Technologies India Private Limited

Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Shiva Reddy Vuppula,**

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Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Vv Hari Prasad,**

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Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Mahesh Yalaka,**

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Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Yalamanchali Abhinay,**

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Offer Letter

Dear **Yammaji Bala Prasanna Kumar,**

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Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Yaragani Sravya,**

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Offer Letter

Dear **Krishna Babu Yarra,**

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Offer Letter

Dear **Chandrashekar Reddy Yathapu,**

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Dear **Jayanthi Yellapu,**

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Dear **Chaitanya Sai Y,**

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Dear **Yarra Ganesh Chandra,**

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Offer Letter

Dear **Yogeshwaran S,**

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Dear **Passang Dorzee Sherpa,**

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Offer Letter

Dear **Hari Krishnan P,**

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Offer Letter

Dear **Vamsi Vardhan Kola,**

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Dear **Modugula Vamsi Krishna,**

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Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Kommineni Naveen,**

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Manoj P
Vice President - Human Resources

November 27, 2022

Offer Letter

Dear **Jaswanth Kommu,**

We are pleased to offer you the position **Artificial Intelligence (AI) Developer** at Straive. SPI Technologies India Pvt. Ltd, based in India, is a wholly-owned subsidiary of Straive. We feel confident that you will contribute your skills and experience towards the growth of our organization.

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November 27, 2022

Offer Letter

Dear **Kumar Kommu,**

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Offer Letter

Dear **Revanth Kumar Konakalla,**

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November 27, 2022

Offer Letter

Dear **Konakanch Rudra,**

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Dear **Konakanchi Gopichand,**

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Gateway to Global Market

S2 Second floor, No 86 Vaigai Street
Santosh Nagar, Porur, Chennai 600116
044 4957 3086, +91 91597 TARAS
sales@tarasitss.com
www.tarasitss.com

Dear **Srikanth Kunchapu,**

TARAS ITSS is pleased to offer an job role as a **"Executive Trainee"**.

Please find the terms & conditions of the same.

POSITION

Title: Executive Trainee – Internship cum Placement

TERMS

1. As a Trainee (Intern), you are expected to spend a minimum of 5-6 hours per day with us in hands-on training exposure.

2. You are supposed to be present from Monday to Friday and prior notice is to be given for planned leaves.

3. You will be get for a **stipend of 5000 INR per month**. After completing your training you will eligible for **Rs. 3,00,000/-** per year.

4. The course of this internship will be 90 days. From Jan 6th, 2022 to Jul 6th, 2023.

5. This internship does guarantee you any job offers if your performance is stupendous & may be subjective for an Fulltime employment purely based on the performance in the internship only.

6. You are supposed to work from office for 3 days per week.

For TARAS IT SOLUTIONS AND SERVICES PRIVATE LIMITED

Director

Sincerely,
Selvakumar Thandavan

TARAS ITSS
Gateway to Global Market

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Dear **Siva Medikonda,**

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Dear **Boyilla Venkatamanohar,**

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For TARAS IT SOLUTIONS AND SERVICES PRIVATE LIMITED

Director

Sincerely,
Selvakumar Thandavan

TARAS ITSS
Gateway to Global Market

S2 Second floor, No 86 Vaigai Street
Santosh Nagar, Porur, Chennai 600116
044 4957 3086, +91 91597 TARAS
sales@tarasitss.com
www.tarasitss.com

Dear **Challa Ajay Kumar,**

TARAS ITSS is pleased to offer an job role as a **"Executive Trainee"**.

Please find the terms & conditions of the same.

POSITION

Title: Executive Trainee – Internship cum Placement

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Dear **Durga Prasad Ch,**

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Dear **Chava Nikhil,**

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Dear **Mahesh Chekuri,**

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Dear **Venkateswararao Cherukuri,**

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Dear **Anitha Chilakala,**

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Dear **Chilakala Guru Chandra Mohan Reddy,**

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Dear **Chilamakuru Raghavendra Shiva Sai,**

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Dear **Chinthala Madhu Sudhan Reddy,**

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Dear **Shiva Rama Krishna Chinthanuri,**

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Dear **Chokkaraju Hariprasad Raju,**

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Dear **Venkama Raju Chokkaraju,**

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Dear **Devsharan A,**

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Dear **Dokku Venkateswarlu,**

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Dear **Dulla Siva Satish,**

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Dear **Durbakula Mounika,**

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Dear **Venkata Poorna Chandher Rao Eirigineni,**

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Dear **Vishnu Vardhan Emani,**

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Dear **Hemanth Uday Kumar Gaddam,**

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Dear **Santhi Raju Gandikota,**

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Dear **B Ganesh Babu,**

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Dear **Gangaraju Sreekanth,**

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www.tarasitss.com

Dear **Gangireddy Gowthami,**

TARAS ITSS is pleased to offer an job role as a **"Executive Trainee"**.

Please find the terms & conditions of the same.

POSITION

Title: Executive Trainee – Internship cum Placement

TERMS

1. As a Trainee (Intern), you are expected to spend a minimum of 5-6 hours per day with us in hands-on training exposure.

2. You are supposed to be present from Monday to Friday and prior notice is to be given for planned leaves.

3. You will be get for a **stipend of 5000 INR per month**. After completing your training you will eligible for **Rs. 3,00,000/-** per year.

4. The course of this internship will be 90 days. From Jan 6th, 2022 to Jul 6th, 2023.

5. This internship does guarantee you any job offers if your performance is stupendous & may be subjective for an Fulltime employment purely based on the performance in the internship only.

6. You are supposed to work from office for 3 days per week.

For TARAS IT SOLUTIONS AND SERVICES PRIVATE LIMITED

Director

Sincerely,
Selvakumar Thandavan

TARAS ITSS
Gateway to Global Market

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Santosh Nagar, Porur, Chennai 600116
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Dear **Ganji Kasi Reddy,**

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Dear **Pramod Rahul Gantenapalli,**

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Dear **Garlapati Narendra Sai,**

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Dear **Kishor Reddy Gadela,**

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Dear **Gedela Vijay,**

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Dear **Gidigi Naveen Kumar,**

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Dear **Gonasani Murali Krishna,**

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Dear **Gone Vijay Kumar,**

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Dear **Goparapu Manohar Reddy,**

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Dear **Guna Sekhar,**

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HR-SSC/Offer/23-24/307997

15-May-2023

Nikhil Sai Gade
Chennai, Chennai

Dear **Nikhil Sai Gade,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/307998

15-May-2023

G Sumanth Kumar Varma
Chennai, Chennai

Dear **G Sumanth Kumar Varma,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/307999

15-May-2023

Gowtham
Chennai, Chennai

Dear **Gowtham,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
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Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308000

15-May-2023

Gali Uma Maheswara Reddy
Chennai, Chennai

Dear **Gali Uma Maheswara Reddy,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
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Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308001

15-May-2023

Gandavarapu Roshan Teddy
Chennai, Chennai

Dear **Gandavarapu Roshan Teddy,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308002

15-May-2023

Karthikraj Gande
Chennai, Chennai

Dear **Karthikraj Gande,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308003

15-May-2023

Gandham Saisusheel Kumar
Chennai, Chennai

Dear **Gandham Saisusheel Kumar,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308004

15-May-2023

Bhanu Praksah Reddy
Chennai, Chennai

Dear **Bhanu Praksah Reddy,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308005

15-May-2023

Gangula Shashi Kumar
Chennai, Chennai

Dear **Gangula Shashi Kumar,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308006

15-May-2023

Ganimineni Yaswanth
Chennai, Chennai

Dear **Ganimineni Yaswanth,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308007

15-May-2023

Gayam Ganesh Krishna Reddy
Chennai, Chennai

Dear **Gayam Ganesh Krishna Reddy,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308008

15-May-2023

Goddindla Janardhan
Chennai, Chennai

Dear **Goddindla Janardhan,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

DocuSign Envelope ID: 92E81905-8EC2-4742-81E6-08605707C15E

Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308009

15-May-2023

C P Gokul Ajay
Chennai, Chennai

Dear **C P Gokul Ajay,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308010

15-May-2023

Nagakoteswararao Gollaprolu
Chennai, Chennai

Dear **Nagakoteswararao Gollaprolu,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

DocuSign Envelope ID: 92E81905-8EC2-4742-81E6-08605707C15E

Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308011

15-May-2023

Veeranjaneyulu Gondi
Chennai, Chennai

Dear **Veeranjaneyulu Gondi,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308012

15-May-2023

Punya Karthik Gorantla
Chennai, Chennai

Dear **Punya Karthik Gorantla,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308013

15-May-2023

Govindu Kiran Kumar Reddy
Chennai, Chennai

Dear **Govindu Kiran Kumar Reddy,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308014

15-May-2023

Gowtham S
Chennai, Chennai

Dear **Gowtham S,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308015

15-May-2023

Grandhe Deepak
Chennai, Chennai

Dear **Grandhe Deepak,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308016

15-May-2023

Srinivasulu Gude
Chennai, Chennai

Dear **Srinivasulu Gude,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308017

15-May-2023

Gudla Venkata Saikrishna
Chennai, Chennai

Dear **Gudla Venkata Saikrishna,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308018

15-May-2023

Nikil Rao Gujja
Chennai, Chennai

Dear **Nikil Rao Gujja,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
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Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Documents to be kept handy during onboarding process

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Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

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HR-SSC/Offer/23-24/308019

15-May-2023

Bharath Reddy Gullapalli
Chennai, Chennai

Dear **Bharath Reddy Gullapalli,**

We are pleased to offer you the position of Jr. Customer Service Executive - Provisioning & Configuration Management at B1-1 band. Your base location will be Chennai - Karuna with effect from your joining date i.e. 25-May-2023. In case you need to alter the joining date request you to contact your recruiter immediately and your new joining date will be updated in the Company records. You shall be able to self-generate the appointment letter post your joining (for original / new joining date).

The other terms and conditions of your employment shall be as per enclosed annexure(s) that form part of this offer letter.

Mandatory Requirements:

- Ensure to return a digital copy of this letter as an acceptance of the offer within 2 working days of receipt of the offer letter release it will automatically stand withdrawn in absence of completion of the following within the Offer Period.
- You will soon receive a notification from the onboarding system once you accept the offer to complete mandatory documentation online
- This offer of appointment is conditional to positive clearance of background and reference check. You will receive notification email with a link directly from our background screening partner to complete few details on their portal and upload documents.
- Ensure you complete your online Onboarding formalities within 2 days of the onboarding welcome notification received else your joining will get deferred.

Induction Process – As part of your joining activity you need to complete the Induction Program. You will be getting Induction invite from Global Onboarding team with the details of the schedule prior to your joining date.

Your point of contact for any recruitment related queries will be “Dipika Tike”. You can drop an e-mail at “Dipika.Tike1@contractor.tatacommunications.com”.

We take this opportunity to welcome you to Tata Communications Transformation Services Limited and invite you to participate in the enriching experience of building a world-class organization.

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Your annualized compensation package will be INR 300000. Please find below a detailed breakup of your compensation.

Compensation Break-up	Annual Amount (INR)
Basic	190000
Annual Allowances	87200
Provident Fund	22800

Compensation will be revised to **INR 3.6 Lacs** on successful completion of your probation period. You will be eligible for compensation revision as per company policy thereafter

The compensation being offered to you relates to the specific job position you are being offered in this letter. Please note that if, during the course of your employment with Tata Communications, you are offered and accept a different job role through the internal job transfer program or otherwise, the compensation associated with that job role may be different in amount and/or structure. You will be advised of any such difference at the time you are offered any other job role within Tata Communications.

Gratuity: You are entitled to Gratuity Benefit which shall be payable upon separation as per the applicable provisions under the Payment of Gratuity Act (1972). The annual contribution towards gratuity benefit is not shown in compensation break-up.

Flexible Compensation Component: You have an option to choose the component from the defined list of benefits as per your requirement (subject to income tax and other applicable laws). Flexible compensation can be allocated under the following heads:

- Children's Education and Hostel Expense
- House Rent Allowance
- Leave Travel Assistance
- Vehicle Running Expenses
- Sodexo Meal Vouchers
- Professional Development Reimbursement
- National Pension Contributions
- Special Residual Allowance (SRA): Any amount lying unallocated from the flexible allowance after distribution across the components specified above will be paid as Special Residual Allowance.

Declaration of Flexible Compensation Components: In case date of joining falls between 1st - 15th of the month, salary will be processed in same month and employee will have the option to allocate Flexible compensation components during the period 5th -10th of the next month, and if the date of joining falls between 16th - 31st of a month, salary would be processed in the next month's payroll cycle and employee will have the option to declare Flexible components during the period 5th - 10th of the subsequent month after their salary is processed.

By accepting this offer letter, you also accept and agree to work in shifts, as per the requirement of the Organization/Projects, which will be intimated to you on time to time basis, during your employment with company.

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Annexure I
Terms and conditions

1. Your grade/band and designation will be as per details mentioned in this letter. However, it may be noted that designations,job grades/bands could change from time to time depending on Company requirements and in accordance with HR policies.

2. The Company may transfer you across function / location / affiliates as per its business requirements. You may be required to work on matters pertaining to the Company and /or its affiliates, as decided and communicated by the Company from time to time.

3. As per guidelines from the Government of India, it is mandatory for an organization to maintain KYC documents of all its employees including the new joiners for statutory compliances. Hence you are requested to provide a copy of your valid Aadhar card to Tata Communications at the time of Onboarding. Please note, it is mandatory for personal details as per Aadhar card (like name, date of birth (DD/MM/YYYY) & gender) to match with earlier UAN. In case this is your first employment, please ensure you possess a valid Aadhar card. Also, please ensure all the details mentioned on the Aadhar Card are correct. If there is any mismatch in Aadhar details, please share the corrected copy of Aadhar Card.

4. Your probation period will be for period of 6 months or such longer period as may be extended by the Company in its sole discretion, based on your conduct and performance. You will be duly notified of any such extension. In the absence of such notification from the Company within 30 days from the end of such 6 months period, you will be deemed to be confirmed.

5. You shall be governed by the Company's policies, rules and regulations as applicable from time to time and shall carry out the roles and responsibilities assigned to you by the Company and /or its affiliates. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You agree that, during the course of employment with the Company, you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, whether for gainful purpose or otherwise. You shall not be entitled to assign your duties, responsibilities and obligations under this offer letter to any other person.

6. In the course of your employment, you would be privy to Confidential Information (as defined below), which may have been entrusted or other-wise become known to you. All Confidential Information is deemed to be the property of the Company and /or its affiliates or their respective licensors (as the case may be). Any Confidential Information must not be disclosed during or any time after this employment to any third party without prior written consent of the Company. During and after the course of your employment, you shall not remove from the Company's premises, any documents, records, files, papers, correspondence, computer printouts, computer programs, computer software, microfilm, or other similar documents containing Confidential Information, including copies thereof, whether prepared by you or others, except as required in the performance of your duties, and in such cases, you shall promptly return such items to the Company. After the course of your employment with the Company or at any time as required by the Company, all such items including summaries or copies thereof, then in your possession, shall be returned to the Company immediately. You hereby agree that the return of such items shall be a condition precedent to you receiving, upon termination of your employment or at any time thereafter, any compensation or other amounts due to you from the Company. By accepting this offer, you also undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of these terms and conditions by you.

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For the purposes of this offer letter, 'Confidential Information' includes, without limitation: (a) the contents of this offer letter; (b) any financial, business, planning, operations, services, potential services, products or potential products, including business plans, budgets and projections of the Company or its affiliates; (c) technical information, know-how, software specifications, information technology, infrastructure and intellectual property of the Company or its affiliates; (d) purchasing, marketing, sales, personnel or supplier data or other information of the Company or its affiliates; (e) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, research reports or documents of the Company or its affiliates; (f) any confidential information or trade secrets of any third party provided to the Company or its affiliates in confidence or subject to restrictions or limitations on use or disclosure; and (g) any other sensitive and commercially valuable information of the Company or its affiliates.

1. Your joining will be subject to successful clearance of background verification to our satisfaction. The background verification will include but not limited to Education and prior employments. Your current employment verification will start after your joining. Further, your employment with Tata Communications is subject to successful clearance of background verification to our satisfaction. You hereby give your consent to the Company to undertake background checks either on its own or through its authorized representatives to verify the contents of your application, including previous employment and academic qualifications, and for the said purpose you hereby consent and authorize the Company to disclose the contents of your application to the aforesaid persons. You agree to undergo and comply with certain intervening process compliances as required by the Company prior to your date of joining the Company failing which the Company reserves the right to terminate and or withdraw this offer letter.

   In case any information or details provided by you is found to be untrue or incorrect or your background check not being positive to the Company’s satisfaction, or in the event that any of your actions result in a violation of the Code (defined below), this letter (along with any supplementary letters or documents in relation thereto) and or your services (as applicable) will be liable to termination with immediate effect (without any notice or payment in lieu thereof).

2. On your joining you will be handed over a copy of the Company's Code of Conduct ('Code') and you will be required to sign your acceptance of the same.

3. (a) The Company may terminate this appointment by giving you one (1) month's notice or basic monthly salary in lieu of the said notice period during the probation period; or following confirmation, three (3) months' notice; or basic salary in lieu of the said notice period. The said notice pay amount will be subject to deductions as applicable.

   (b) You may terminate this appointment by giving one (1) month's notice or basic monthly salary (along with the GST (as applicable) thereon) in lieu of the said notice period during the probation period; or following confirmation three (3) months’ notice or basic salary in lieu of the short fall in notice period, along with the service tax as applicable thereon. Any request for notice period waiver shall be at the sole discretion of the Company.;

   Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, Inventions (as defined below) and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, Inventions or other material without the Company's prior written consent.

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You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.

1. **Other Benefits:**

   Group Mediclaim Policy: An employee would be covered under group Mediclaim policy from his/her date of joining. It includes employee, his/her spouse, 2 dependent children up to 25 years of age. Further, you may opt to cover parents and/or parent in-laws for which applicable premium rates shall be borne by you. Please refer to the company's Group Health Insurance Policy for more details.

   You acknowledge and agree that your (a) acceptance to the Code; and (b) successful completion of various mandatory training courses allocated to you by the Company from time to time during the tenure of your employment; both to the satisfaction of the Company, are material conditions amongst other terms of your employment with the Company. Therefore, payment of your eligible variable pay/bonus/incentives (if any) shall be subject to your compliance with conditions mentioned in (a) and (b) above. Company may, in its discretion, withhold such payment until and unless you comply with such material conditions of your employment to the Company's satisfaction.

   The benefits mentioned above are governed by the Company policies, rules and regulations and it can be amended, altered and modified from time to time. You agree to keep your remuneration details confidential and not disclose them to any person without the prior written consent of the Company.

2. **Relocation:** In the event of your separation from the services of the company within 12 months if any relocation expenses paid will be recovered as part of the full and final settlement.

3. **Intellectual Property** 1. You hereby recognize and agree that all ideas, processes, methods, know-how, inventions, enhancements, plans, writings, work results and other developments or improvements (the 'Inventions') conceived of by you, alone or with others, during the term of your employment with the Company, whether or not during working hours, shall be the sole and exclusive property of the Company. You further agree that you shall promptly disclose all Inventions to the Company. You hereby waive and assign to the Company without charge all present and future rights that you have or may have in those Inventions, including without limitation any patents, copyrights, trademarks, industrial property rights, the right to be named and other intellectual property rights or applications in respect thereof. At the request of, and without charge to, the Company, you shall do all things deemed by the Company to be reasonably necessary to perfect title to the Inventions in favour of the Company and to assist in obtaining for the Company such patents, copyrights, trademarks or other protection as may be available under applicable law and deemed desirable by the Company, including but not limited to executing and signing any and all relevant applications, deeds of assignments or other instruments. In addition, you shall make it possible for the Company and its successors and assignees to receive the full and exclusive usage and advantages of the working results.
   2. You are obliged to prepare a reasonable documentation of your Inventions, whether they are patentable or protectable by copyright, and you are obliged to keep them updated. Such documentation shall be made accessible at any time to the Company, and the property therein is to be transferred to the Company. pursuant to clause 12.1
   3. In respect of the fulfilment of the obligations or any other activity in connection with the transfer

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of rights under or in connection with this agreement, you shall not receive any further remuneration other or in addition to what is stipulated under this letter and appraisal (if any) during the employment relationship. Only such costs will be reimbursed or paid, as the case may be, that were incurred at the demand of the Company.

2. Any utilization of Inventions shall be deemed to be compensated by way of payment of remuneration to you as stipulated under this letter. You shall not be entitled to any special inventor's bonus/payouts.

3. You further covenant with the Company that you shall not, at any time after termination of your employment with the Company, use or procure the use in any manner whatsoever of any registered or unregistered trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates used prior to or as of the date of termination of your employment by the Company, or deceptively similar to or liable to be confused with such trademarks, service marks, trade designs, logos or other devices of the Company and/or its affiliates.

4. **Taxation:** It shall be your responsibility to meet all requirements under the income tax laws, including tax compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct applicable taxes at source from your salary, in accordance with prevailing laws of India.

5. **Governing Law and Jurisdiction:** This agreement is governed by and construed in accordance with the laws of India and is subject to the jurisdiction of the Courts at Mumbai.

6. **Foreign Nationals** 1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Tata Communications or its affiliates.

   2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Tata Communications shall be at liberty to demand copies / originals of such permission and you shall be under obligation to provide the same.

   3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Tata Communications and/or its affiliates. Any time after the execution of this Offer, if it is found that you do not have required work permit / visa, Tata Communications India and/or its affiliates shall terminate your employment, without notice, with immediate effect, without any liability towards you.

   4. In case of any change in your nationality during the course of your employment you shall be under obligation to notify the same to the company, and the said change in your nationality may lead to revision in employment conditions including but not limited to compensation.

7. If any time during your employment you owe any amount to Tata Communications or its affiliates, Tata Communications and/or its affiliates has the right to deduct from your pay/salary any sums which you may owe, including without limitation, any over-payments or loans made to you by Tata Communications and/or its affiliates or any demand raised by any judicial authority.

8. **All statutory benefits like PF, Gratuity etc shall be governed as per the prevailing rules notified by Government of India. Such amount shall be adjusted/deducted from your monthly/periodic payouts and may impact the net take home accordingly**

9. Non-Solicitation

   You acknowledge that Tata Communications will be expending considerable time and resources in training you to enable and perform your roles and responsibilities for the benefit of the organization and any breach of the terms hereinafter contained would result in loss to Tata

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Communications or its group companies (in India or otherwise).

You hereby covenant and agree that during the Term and for a period of [6 (Six) months] succeeding it, you shall not, directly or indirectly: (a) offer to hire, hire or recruit or attempt to offer to hire, hire or recruit any officer, director, employee, consultant or individual associated with Tata Communications or encourage any of them to terminate their relationship with Tata Communications;

(b) unless required under applicable law, disclose to any third party the names, backgrounds or arrangements with any client/ customer or any employees of Tata Communications or otherwise identify them as potential candidates for employment.

1. You further agree and acknowledge that upon expiration or termination of your employment with Company and within twelve (12) months thereafter

You shall not without the prior written consent of Company directly or indirectly at any time during the Relevant Period be employed or engaged by, or be concerned or interested in, any Restricted Customer.

If upon expiration or termination of your employment with Company and within twelve (12) months thereafter, you are employed or engaged by or be concerned or interested in, any Restricted Customer then appropriate legal action will be taken against you. The Company reserves its right to take necessary actions or measure in case it is found that you are in violation of such condition which may include holding relieving letter, full and final settlement, experience letter, etc and you will not be eligible for employment with Tata Communications Group Companies in future.

The term Restricted Customer shall mean any person, firm or company which at any time during the twelve (12) months prior to your employment terminating is or was a client or customer who was provided services by the Company (or the Tata Communications group), with whom or which you were materially involved or concerned with at any time during the said period.

Each of these above restrictions is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.

Yours Sincerely,

DocuSigned by:
Mridul Chandra
87A529E3436F477...

Mridul Chandra, Vice President-Human Resource

I ACCEPT THIS OFFER OF EMPLOYMENT

Signature: Date: 5/14/2023

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Annexure II
Onboarding Logistics

Welcome to Tata Communications!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation on the Onboarding system. Below mentioned tasks are mandatory to be completed, which will help us to initiate your onboarding and background check formalities which will be performed by an external agency empaneled for this purpose. As a joining process, its mandatory for your background screening to be completed, as mentioned in clause 7 of this letter, before your date of joining or else it might get deferred.

Tasks and list of details required to be completed at onboarding stage

Task	**Documents/details required to complete the task**
Personal Information	Details of national id, emergency contact details, dependent information, and other personal information
Policy Completion	E-signing of company policies documents
Compliance Forms	E-signing of compliance forms
Badge Photo	Scanned Copy of Passport size color Photograph (White background only)

We have a tie up with HDFC Bank, ICICI Bank, AXIS and Citibank for direct credit of salaries. In-case you do not have an account in any of these banks, we will provide you necessary assistance post your joining for opening an account in any of these banks.

Best Regards,

Onboarding Team

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Vaccination Update

COVID 19 pandemic has impacted almost every aspect of life including the way we work, global economies, interaction with our loved ones, etc.

With continuous efforts made by the health care industry, the vaccines are made available to us in the country. It has become of utmost priority for us to get ourselves vaccinated to ensure the safety of ourselves and everyone around us to stop the spread of the virus.

In this connection, you may be asked to provide the vaccination status of yourself and your dependents during the completion of your onboarding formalities.

If you are not vaccinated yet, you may continue the efforts of getting vaccinated from available resources near you – the Government or from a private institute.

You can also get vaccinated at any nearby vaccination drive taking place in your city when conducted by the company as per the standard HR Policy.

We strongly urge each one of us to take the necessary precautions, stay safe, act responsibly, avoid non-essential travel, take preventive measures, and adhere to the prescribed regulations shared by the government, always - even after receiving the vaccine

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Welcome to TATA Communications

Guidelines for background verification process & onboarding tasks

We would like to introduce you to our Global screening partner who will assist and perform background screening for you on behalf of Tata Communication as an integral part of onboarding formalities.

As part of your onboarding, you will be getting links from the onboarding tool to complete your documentation and onboarding formalities along with which your data will be shared with the screening partner to initiate your background screening process. Request you to follow and complete the details mentioned in the notifications from the onboarding tool accordingly.

Documents to be kept handy during onboarding process

Education check: Degree copies or Final year Mark sheet
Employment check: Reliving letter or Service certificate or Experience letter. Contact details of pervious employers.
Criminal Check: 5 years of complete address history
Address Check: 5 years of complete address history
ID check: Valid passport, National id (Pan Card & Aadhar card)

The screening partner would co-ordinate with you directly in case of any additional requirements. Please take some time to carefully update the details that are required to process the verification.

We would request you to accelerate the process from your end to ensure quick completion of the onboarding formalities. In case of any query / clarification, while updating / uploading information, the applicant can reach out to Global Onboarding Team.

Kind regards,
Global Onboarding Team
GlobalOnboarding@tatacommunications.com

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Dear New Hire,

Thank you for choosing to join Tata Communications.

To ensure we are giving you a smooth onboarding process, we would like to give you an overview of the upcoming events from onboarding and background verification standpoint.

Shortly you will receive login credentials to 2 different tools on your personal email ID used to apply for the job. Once you receive the same, you are expected to login to both the tools and complete all the documentation within 2 days of receiving the welcome notification.

- **Prism Onboarding Tool:** Look for an email with subject 'Welcome to Tata Communications' from Prism notification. You will be asked to complete the following tasks on Prism onboarding tool:
- Provide additional information for your onboarding
- Completing your profile
- Complete additional onboarding task
- Complete E- signing of documents

Note: These tasks are dependent on completion of earlier tasks and will appear on the onboarding dashboard once you complete the preceding task.

In case you do not get this email within 2 days of accepting the offer or you face any issues while completing the tasks, you may drop an email to **globalonboarding@tatacommunications.com**

- **Background Verification tool:** You will receive an email with the subject 'Background Check for Tata Communications | Submit your profile' with the login credentials to complete the documentation on the BGV portal. Documents to be kept handy for completion of tasks are as below:
- National ID copy (if applicable)
- Highest education documents
- Previous 2 employment documents (if applicable)
- Address details and proofs (if applicable)

Note: Background verification process is not applicable if you are joining us through TATA group transfer.

Ensure you complete the documentation on the BGV tool within 2 days of receiving this email. In case you face any issues while completing the tasks, you may reach out to **globalbgv@tatacommunications.com**

Please note, your joining will be subject to completion of all the tasks on both the tools. Noncompletion of the same will result in delay in onboarding.

Thank you,
Global Onboarding Team

Offer: Computer Consultancy
Ref: TCSL/DT20222917772/Chennai
Date: 24/11/2022

Mr. Veera Satya Sai Chandra Thotakura
4-243/59,2nd Street From Park,
Ramadevi Gardens,
Rajavolu-533124,
Andhra Pradesh.
Tel# -

Dear Veera Satya Sai Chandra Thotakura,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL).You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be INR **7,00,022/-** 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 & Conditions). You will also be issued a letter of appointment at the time of your joining after

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of INR **15,000/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

4. **Personal Allowance**
   You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of INR **4,300/-**. 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.

Performance Bonus
Your Performance Bonus will be INR **3,100/-** 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.

Performance Bonus 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 Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **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 INR **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 INR **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.

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Loans
You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

3. **Probation Period**
   You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

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 to 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 probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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9. Confidentiality Agreement

As part of your acceptance of this offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. 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.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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. 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.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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13. 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.

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii.Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

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.

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18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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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

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Veera Satya Sai Chandra Thotakura**
Designation	**Systems Engineer**
Institute Name	**Bharath University, Chennai**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022
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.

*** 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	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

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 filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111521/Chennai
Date: 03/10/2022

S Mahamood Nafeez
OMR, Thiruporur,
Chengalpattu, Tamil
Nadu - 603110.
Tel# -9840636137

Dear **S Mahamood Nafeez**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**S Mahamood Nafeez**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111526/Chennai
Date: 03/10/2022

Manickam N
319(1), mela street,
alangudi, Sivaganga,
Sivaganga, Tamil
Nadu - 630307.
Tel# -9994817904

Dear **Manickam N**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Manickam N**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111532/Chennai
Date: 03/10/2022

Shaik Nasser Hussain
near old sri rama
theatre,
peeralachavidi,
epurupalem, Chirala,
Prakasham, Andhra
Pradesh - 523166.
Tel# -7993446058

Dear **Shaik Nasser Hussain**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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Tata Consultancy Services Limited
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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

GROSS SALARY SHEET **Annexure 1**

Name	**Shaik Nasser Hussain**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111543/Chennai
Date: 03/10/2022

M Manoj
4-1546, Durga
Apartments, opp
DCCB bank,
greamspet, Chittoor,
Chittoor, Andhra
Pradesh - 517002.
Tel# -9182703454

Dear **M Manoj**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**M Manoj**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer: Computer Consultancy
Ref: TCSL/DT20223111547/Chennai
Date: 03/10/2022

Medidi Hari Durga Ram Prasad
2-109/1, D
Ravulapalem,
Allavaram mandal,
East Godavari, Andhra
Pradesh - 533217.
Tel# -9705738692

Dear **Medidi Hari Durga Ram Prasad**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Medidi Hari Durga Ram Prasad**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

TATA CONSULTANCY SERVICES
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111551/Chennai
Date: 03/10/2022

Subhash Angara
2-87/A main road
opposite ramalayam
kolamuru Rajahmundry
rural, East godavari,
Andhra Pradesh -
533102.
Tel# -7032532509

Dear **Subhash Angara**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Subhash Angara**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111572/Chennai
Date: 03/10/2022

Amireddy Varshitha Reddy
1-9-4/B/14 , Near lions
club eye hospital ,
Gopalapuram ,
Suryapet, Hyderabad,
Suryapet, Telangana -
508213.
Tel# -9390064613

Dear **Amireddy Varshitha Reddy**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Amireddy Varshitha Reddy**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111574/Chennai
Date: 03/10/2022

Baddam Saya Reddy
5-105, gundampally
village, dilawarpur
mandalam, nirmal
district, Adilabad,
Adilabad, Telangana -
504306.
Tel# -9603690218

Dear **Baddam Saya Reddy**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Baddam Saya Reddy**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111721/Chennai
Date: 03/10/2022

Satyasai Yedida
Pedapatanam, East
Godavari, East
Godavari, Andhra
Pradesh - 533249.
Tel# -9573648187

Dear **Satyasai Yedida**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

TATA CONSULTANCY SERVICES
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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Satyasai Yedida**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111723/Chennai
Date: 03/10/2022

Hemanth Kumar Kodumuri
H.no:6-7-73 , Netaji
Market 3rd Lane ,
Ganesh temple road ,
kothagudem.,
Kothagudem,
Bhadradri
Kothagudem,
Telangana - 507101.
Tel# -9000056935

Dear **Hemanth Kumar Kodumuri**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful

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completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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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 Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Hemanth Kumar Kodumuri**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111725/Chennai
Date: 03/10/2022

Kommi Sai Sandeep Kumar
Chinnapavani village
lingasamudram
mandlam Prakasam
district, Ongole,
Prakasam, Andhra
Pradesh - 523115.
Tel# -7569918550

Dear **Kommi Sai Sandeep Kumar**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Kommi Sai Sandeep Kumar**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111727/Chennai
Date: 03/10/2022

Kudithi Saimohan Reddy
6-2-69/14-a, sarvepally
radha krishna,
Mahabubabad,
mahabubabad,
mahabubabad,
Telangana - 506101.
Tel# -7396867821

Dear **Kudithi Saimohan Reddy**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Kudithi Saimohan Reddy**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111729/Chennai
Date: 03/10/2022

Madireddy Sai Prudhvi Rohith
10/223, Parimivari
street, near
ramalayam,
Balaramunipet,
Machilipatnam,
Krishna District,
Andhra Pradesh -
521001.
Tel# -8008535363

Dear **Madireddy Sai Prudhvi Rohith**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful

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completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto 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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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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 anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Madireddy Sai Prudhvi Rohith**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111731/Chennai
Date: 03/10/2022

Jaya Surya Mahanthi
D. No :-4-9 kattamuru
peddapuram mandal
east godavari district
andhra pradesh,
Peddapuram, East
godavari, Andhra
Pradesh - 533437.
Tel# -9848597265

Dear **Jaya Surya Mahanthi**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the

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mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Jaya Surya Mahanthi**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111733/Chennai
Date: 03/10/2022

Makaraju Sri Sai Raju
22/165, sudhanilyam,
English palem,
Machlipatnam,
Krishna, Andhra
Pradesh - 521001.
Tel# -8309252575

Dear **Makaraju Sri Sai Raju**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Makaraju Sri Sai Raju**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111737/Chennai
Date: 03/10/2022

Medarapu Ganesh
Kondur(vill), 1-41,
Nizamabad,
Nizamabad, Telangana
- 503165.
Tel# -7893225205

Dear **Medarapu Ganesh**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Medarapu Ganesh**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111759/Chennai
Date: 03/10/2022

Vamsi Krishna Reddy Sathi
13-122, Gangalamma
street, kothuru,
Anaparthi mandal,
East godavari district,
A. P, Rajamundry,
East Godavari, Andhra
Pradesh - 533342.
Tel# -9390802177

Dear **Vamsi Krishna Reddy Sathi**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the

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mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Vamsi Krishna Reddy Sathi**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer: Computer Consultancy
Ref: TCSL/DT20223111766/Chennai
Date: 03/10/2022

Surakanti Mahindar Reddy
H-No 1-78
mallelamadugu
aswapuram,
Khammam, Bhadradri
kothagudem,
Telangana - 507128.
Tel# -9951433037

Dear **Surakanti Mahindar Reddy**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Surakanti Mahindar Reddy**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111768/Chennai
Date: 03/10/2022

Taninki Veera Manohar
Srikrishnapatnam, East
Godavari, East
Godavari, Andhra
Pradesh - 533296.
Tel# -9963537105

Dear **Taninki Veera Manohar**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Taninki Veera Manohar**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer: Computer Consultancy
Ref: TCSL/DT20223111783/Chennai
Date: 03/10/2022

Baskarla Yashaswi
15-15-6/4, flat no 106,
Kusuma Residency,
Sahakar Nagar,
Khanapuram Haweli,
Khammam,
Khammam, Telangana
- 507002.
Tel# -8919228657

Dear **Baskarla Yashaswi**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the

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mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Baskarla Yashaswi**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111785/Chennai
Date: 03/10/2022

Teja Ram Kumar Beeram
6B-8-34, Southren
street, Eluru, West
godavari, Andhra
pradesh, 534001.
Tel# -8184913749

Dear **Teja Ram Kumar Beeram**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Teja Ram Kumar Beeram**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111787/Chennai
Date: 03/10/2022

Bhukya Ganesh Naik
H.no. 5-115/2 Kappala
Kunta Thanda,
Mellacheruvu(Mandal),
Nalgonda, Suryapet,
Telangana - 508246.
Tel# -7036787949

Dear **Bhukya Ganesh Naik**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Bhukya Ganesh Naik**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111791/Chennai
Date: 03/10/2022

Nagarjuna Cherlopalli
H-NO-54/142-E-3,
kothapeta, Galiveedu
Road, Cuddapah,
Cuddapah, Andhra
Pradesh - 516269.
Tel# -9640361275

Dear **Nagarjuna Cherlopalli**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Nagarjuna Cherlopalli**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111792/Chennai
Date: 03/10/2022

Daraneesh P
5A, Sivan koil Street,
Udayarkudi,
Kattumannarkoil,
Cuddalore, Cuddalore,
Tamil Nadu - 608301.
Tel# -6374217221

Dear **Daraneesh P**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Daraneesh P**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111793/Chennai
Date: 03/10/2022

Govardhana Bangaru Prasad Dasari
rameswaram , 3-217/B
, east godavari district,
andhra pradesh,
kakinada, East
Godavari, Andhra
Pradesh - 533006.
Tel# -8688678124

Dear **Govardhana Bangaru Prasad Dasari**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Govardhana Bangaru Prasad Dasari**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111795/Chennai
Date: 03/10/2022

Abhishek Reddy Gangireddy
3-26, Botlapalem,
Darsi, prakasam,
Prakasam, Prakasam,
Andhra Pradesh -
523252.
Tel# -9701417893

Dear **Abhishek Reddy Gangireddy**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto 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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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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 anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Abhishek Reddy Gangireddy**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111803/Chennai
Date: 03/10/2022

Sindhu Guntupalli
Srinivasa nagar
khammam, Near
gitanjali school,
Khammam,
Khammam, Telangana
- 507003.
Tel# -7997216045

Dear **Sindhu Guntupalli**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

GROSS SALARY SHEET **Annexure 1**

Name	**Sindhu Guntupalli**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111821/Chennai
Date: 03/10/2022

Narendra Reddy Eepenagandla
1-1671-
167/Pedaptanam,
Ratnapuram, East
Godavari-533249.
Tel# -6300657843

Dear **Narendra Reddy Eepenagandla**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Narendra Reddy Eepenagandla**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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Offer: Computer Consultancy
Ref: TCSL/DT20223111825/Chennai
Date: 03/10/2022

Gujjula Nivas
Vidyanagar road no.4,
Huzurabad, Karim
Nagar, Telangana -
505468.
Tel# -9490678314

Dear **Gujjula Nivas**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Gujjula Nivas**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

TATA CONSULTANCY SERVICES
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111831/Chennai
Date: 03/10/2022

Kuruva Narayan
5-32 Malyala,
Nandikotkur kurnool
Andhra Pradesh
518401.
Tel# -9949762603

Dear **Kuruva Narayan**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Kuruva Narayan**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111833/Chennai
Date: 03/10/2022

Saikiran Mutthineni
H.no:11-80,
Ramachandrapuram,
Ponugodu,
Garidepally, Suryapet,
Telangana - 508201.
Tel# -7036555711

Dear **Saikiran Mutthineni**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Saikiran Mutthineni**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111841/Chennai
Date: 03/10/2022

Janakonda Bala Murali
Mannila(village and
post), Anantapur,
Anantapur, Andhra
Pradesh - 515721.
Tel# -6301236068

Dear **Janakonda Bala Murali**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Janakonda Bala Murali**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS,use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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 soin 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 thatshall 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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(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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Offer: Computer Consultancy
Ref: TCSL/DT20223111844/Chennai
Date: 03/10/2022

P Selva Raj
2/86 c/2 , main road ,
thummalapenta,
Kolimigundla, Kurnool,
Andhra Pradesh -
518123.
Tel# -9160533653

Dear **P Selva Raj**,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be ₹**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

TATA CONSULTANCY SERVICES
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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without anyfurther intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**P Selva Raj**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Bharath University, Chennai**

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

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
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	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
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	**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
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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 toTCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

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 soin 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 thatshall 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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(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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www.techmahindra.com
CIN L64200MH1986PLC041370

2023514/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Vasireddy Prashanth**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - C** for breakup of your intended Annual Salary package.

- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.

- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/-** (**Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.

- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

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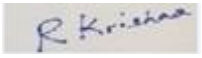
We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on **Campusjoining@techmahindra.com**

This Letter of Intent shall cease to be valid on **20-Jul-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

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Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use **tmlfh.udemy.com** link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

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Annexure B

Total Cost to Company (TCC) (Per Annum)	**260000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
Flexible Components of TFP ^	12787
Total Fixed Pay (Per Annum)	**223482**
Total Variable Pay (TVP) (Per Annum) (*)	24831
Total. ..(A)	**248313**
Additional Benefits. ..(B)	**11687**
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**260000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii)Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.	

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Annexure C

Total Cost to Company (TCC) (Per Annum)	**325000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	**280985**
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total. ....(A)	**312206**
Additional Benefits. ..(B)	**12794**
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**325000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary. **(*)** Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
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i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakhs** to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **INR 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakhs.**	
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CIN L64200MH1986PLC041370

2023515/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Indrasena Reddy Yeredla**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - C** for breakup of your intended Annual Salary package.

- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.

- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/-** (**Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.

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We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on **Campusjoining@techmahindra.com**

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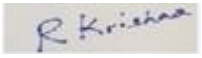
Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

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Annexure A

Learning and Certification

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To start learning courses use **tmlfh.udemy.com** link.

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Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
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i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakhs** to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **INR 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakhs.**	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **INR 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.	

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Gateway Building, Apollo Bunder
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www.techmahindra.com
CIN L64200MH1986PLC041370

2023516/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Maddika Karthik Reddy**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - C** for breakup of your intended Annual Salary package.

- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.

- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/-** (**Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.

- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

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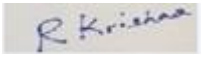
This Letter of Intent shall cease to be valid on **20-Jul-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

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Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use **tmlfh.udemy.com** link.

Detailed learning instructions will be communicated separately.

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Annexure B

Total Cost to Company (TCC) (Per Annum)	**260000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
Flexible Components of TFP ^	12787
Total Fixed Pay (Per Annum)	**223482**
Total Variable Pay (TVP) (Per Annum) (*)	24831
Total. ..(A)	**248313**
Additional Benefits. ..(B)	**11687**
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**260000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
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Annexure C

Total Cost to Company (TCC) (Per Annum)	**325000**
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HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	**280985**
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total. ....(A)	**312206**
Additional Benefits. ..(B)	**12794**
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**325000**
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2023517/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Nikhil Reddy Malle**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

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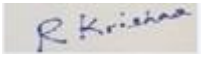
Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

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Annexure A

Learning and Certification

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Annexure B

Total Cost to Company (TCC) (Per Annum)	**260000**
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Basic (@40% of Total Fixed Pay)	89393
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2023520/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **V Niranjan Kumar Reddy**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

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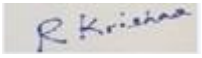
Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

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LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii)Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.	

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Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

Annexure C

Total Cost to Company (TCC) (Per Annum)	**325000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	**280985**
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total. ....(A)	**312206**
Additional Benefits. ..(B)	**12794**
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**325000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
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2023521/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Ram Mohan Posa**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - C** for breakup of your intended Annual Salary package.

- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.

- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/-** (**Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.

- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

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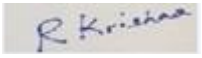
We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on **Campusjoining@techmahindra.com**

This Letter of Intent shall cease to be valid on **20-Jul-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

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Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use **tmlfh.udemy.com** link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
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Annexure B

Total Cost to Company (TCC) (Per Annum)	**260000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
Flexible Components of TFP ^	12787
Total Fixed Pay (Per Annum)	**223482**
Total Variable Pay (TVP) (Per Annum) (*)	24831
Total. ..(A)	**248313**
Additional Benefits. ..(B)	**11687**
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**260000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii)Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate	
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Annexure C

Total Cost to Company (TCC) (Per Annum)	**325000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	**280985**
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total. ....(A)	**312206**
Additional Benefits. ..(B)	**12794**
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**325000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
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2023526/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Shaik Sha Mohammad**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - C** for breakup of your intended Annual Salary package.

- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.

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- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

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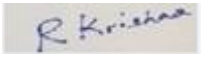
Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

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Annexure A

Learning and Certification

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Annexure B

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2023527/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Srilakshmi Vempati**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - C** for breakup of your intended Annual Salary package.

- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.

- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/-** (**Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.

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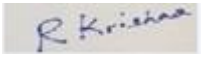
We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

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Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
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www.techmahindra.com
CIN L64200MH1986PLC041370

Annexure A

Learning and Certification

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To start learning courses use **tmlfh.udemy.com** link.

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Annexure B

Total Cost to Company (TCC) (Per Annum)	**260000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
Flexible Components of TFP ^	12787
Total Fixed Pay (Per Annum)	**223482**
Total Variable Pay (TVP) (Per Annum) (*)	24831
Total. ..(A)	**248313**
Additional Benefits. ..(B)	**11687**
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**260000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii)Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate	
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Annexure C

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Total Fixed Pay (Per Annum)	**280985**
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total. ....(A)	**312206**
Additional Benefits. ..(B)	**12794**
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
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2023529/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Gandepalli Abhishek**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - C** for breakup of your intended Annual Salary package.

- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.

- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/-** (**Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.

- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

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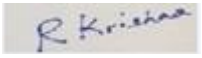
We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on **Campusjoining@techmahindra.com**

This Letter of Intent shall cease to be valid on **20-Jul-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



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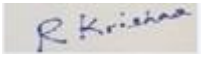

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2023534/ ELTP-CAMPUS / 2023 **25-Jan-2023**

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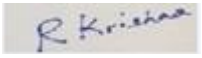
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
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www.techmahindra.com
CIN L64200MH1986PLC041370

Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use **tmlfh.udemy.com** link.

Detailed learning instructions will be communicated separately.

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Annexure B

Total Cost to Company (TCC) (Per Annum)	**260000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
Flexible Components of TFP ^	12787
Total Fixed Pay (Per Annum)	**223482**
Total Variable Pay (TVP) (Per Annum) (*)	24831
Total. ..(A)	**248313**
Additional Benefits. ..(B)	**11687**
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**260000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii)Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate	
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Annexure C

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HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	**280985**
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total. ....(A)	**312206**
Additional Benefits. ..(B)	**12794**
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**325000**
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2023535/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Ganji Lakshmi Prasanna Kumar**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - C** for breakup of your intended Annual Salary package.

- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.

- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/-** (**Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.

- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

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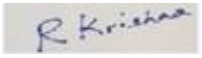
We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on **Campusjoining@techmahindra.com**

This Letter of Intent shall cease to be valid on **20-Jul-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

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2023540/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Chandra Kiran Yeddulapalli**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

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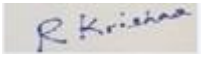

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www.techmahindra.com
CIN L64200MH1986PLC041370

2023546/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **M A Hareesh**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - C** for breakup of your intended Annual Salary package.

- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.

- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/-** (**Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.

- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

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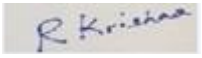
We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on **Campusjoining@techmahindra.com**

This Letter of Intent shall cease to be valid on **20-Jul-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

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Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

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Detailed learning instructions will be communicated separately.

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Annexure B

Total Cost to Company (TCC) (Per Annum)	**260000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
Flexible Components of TFP ^	12787
Total Fixed Pay (Per Annum)	**223482**
Total Variable Pay (TVP) (Per Annum) (*)	24831
Total. ..(A)	**248313**
Additional Benefits. ..(B)	**11687**
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**260000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii)Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.	

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Annexure C

Total Cost to Company (TCC) (Per Annum)	**325000**
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Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	**280985**
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total. ....(A)	**312206**
Additional Benefits. ..(B)	**12794**
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**325000**
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2023548/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Mani Kanta Pandiri**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

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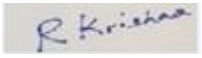
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

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Annexure A

Learning and Certification

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Annexure B

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Annexure C

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2023553/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Smriti M**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

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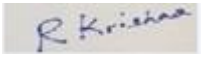
For Tech Mahindra Limited,



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Tech Mahindra Limited
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Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

Annexure C

Total Cost to Company (TCC) (Per Annum)	**325000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	**280985**
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total. ....(A)	**312206**
Additional Benefits. ..(B)	**12794**
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**325000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary. **(*)** Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakhs** to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **INR 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakhs.**	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **INR 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.	

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2023554/ ELTP-CAMPUS / 2023 **25-Jan-2023**

Subject: Letter of Intent

Dear **Thota Venu Gopala Krishna**,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course

- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.

- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - C** for breakup of your intended Annual Salary package.

- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.

- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/-** (**Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.

- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

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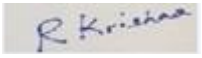
We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on **Campusjoining@techmahindra.com**

This Letter of Intent shall cease to be valid on **20-Jul-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

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Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use **tmlfh.udemy.com** link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

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Annexure B

Total Cost to Company (TCC) (Per Annum)	**260000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
Flexible Components of TFP ^	12787
Total Fixed Pay (Per Annum)	**223482**
Total Variable Pay (TVP) (Per Annum) (*)	24831
Total. ..(A)	**248313**
Additional Benefits. ..(B)	**11687**
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)------ (A) + (B)	**260000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
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i) Gratuity : As per Payment of Gratuity Act	
ii)Insurance **a) Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate	
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07-11-2022

Devanathan Ravi
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **Devanathan Ravi,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
On the performance & Readiness of candidates the actual onboarding will be done to our clients after the final assessment conducted on **beginning or mid of final semester.**

This program will also be considered as Industrial level of Internship. For the same a Internship certificate will be issued from our R&D Department.
The whole team of Technologics Global Pvt. Ltd. is excited about your on-boarding for finishing school programme.

Domain of Technical Competency –**Embedded Automotive /IOT/Aerospace/Defence**
Duration of the programme approximately will be **350 Hours.**

As discussed during the selection process, this is an **unpaid Finishing School Industrial level of Training & Hiring** Programme during which you will be expected to:

1. Increase the technical knowledge and real time industrial exposure.
2. Maximize employability skill.
3. To cover the gap between conventional education and Industrial application.
4. The objective of Pre-Onboarding training program is to make the candidates ready to map to our clients projects requirements. So, In order to meet the desired end result - following terms & Condition to be met

Terms and conditions:

1. Trainee will maintain a regular Training schedule and attendance determined by the supervisor.
2. Trainee will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.

3. Trainee will obey the policies, rules and regulations of the company site and comply with the company's business practices and procedures.
4. Trainee will furnish his/her supervisor with all necessary information pertaining to his/her unpaid Training, including related assignments and reports.
5. Under no circumstances will Trainee leave the Training without first conferring with Trainee's supervisor.
6. Candidates to have no active back logs by end of academic year during final assessment
7. Mode of training – By considering candidates comfort and safety the entire training session has been planned to make it "**Live & Interactive with TECHNOLOGICS R&D team**" unless required to be in lab for any reason
8. In Case of requirement of hardware to be incorporated with training to make the training effective – Those simple &low cost hardware to be arranged by candidates.
9. Company may at any time terminate the Trainee on breaking the cardinal rules (like involvement of any sexual harassment or any activity which hamper the wellbeing of organisation social atmosphere) without notice or cause.
10. Your Training will include learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge.
11. Just qualifying to be part of Training program will not guarantee the employment unless the participants clear the post assessment based on industry specific requirements & following mandatory performance parameters

    a. Training attendance : 100%
    b. Assignment rating: 80%+ (A+). If notcandidates need to re-attempt and submit.
    c. Soft skill attendance: 100% and Soft-skill assessment rating 80% +
    d. Candidates should be flexible with technical and other personnel of TECHNOLOGICS in guiding principles of quality improvement with proactive feedback and support.
    e. Good code of conduct.

12. Based on the post assessment result Technologics Global will either hire for **Internal** Payroll requirement or for our client companies.

13. **CTC**: On successfully clearing interview at client location candidates would be eligible for a salary range of 5 LPA or Above.

Congratulations and we look forward you to take this opportunity as turning point of your career.
Please review, sign and mail to confirm acceptance.

Trainee

Date

For Company

Title

07-11-2022

G.BHARATHI RAJA
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **G.BHARATHI RAJA,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
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12. Based on the post assessment result Technologics Global will either hire for **Internal** Payroll requirement or for our client companies.

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Please review, sign and mail to confirm acceptance.

Trainee

Date

For Company

Title

07-11-2022

Sarathkumar
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **Sarathkumar,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
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Please review, sign and mail to confirm acceptance.

Trainee

Date

For Company

Title

07-11-2022

Thiru Navukarasu
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **Thiru Navukarasu,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
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Please review, sign and mail to confirm acceptance.

Trainee

Date

For Company

Title

07-11-2022

RAGUL R
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **RAGUL R,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
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    d. Candidates should be flexible with technical and other personnel of TECHNOLOGICS in guiding principles of quality improvement with proactive feedback and support.
    e. Good code of conduct.

12. Based on the post assessment result Technologics Global will either hire for **Internal** Payroll requirement or for our client companies.

13. **CTC**: On successfully clearing interview at client location candidates would be eligible for a salary range of 5 LPA or Above.

Congratulations and we look forward you to take this opportunity as turning point of your career.
Please review, sign and mail to confirm acceptance.

Trainee

Date

For Company

Title

07-11-2022

Venkatesan E
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **Venkatesan E,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
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This program will also be considered as Industrial level of Internship. For the same a Internship certificate will be issued from our R&D Department.
The whole team of Technologics Global Pvt. Ltd. is excited about your on-boarding for finishing school programme.

Domain of Technical Competency –**Embedded Automotive /IOT/Aerospace/Defence**
Duration of the programme approximately will be **350 Hours.**

As discussed during the selection process, this is an **unpaid Finishing School Industrial level of Training & Hiring** Programme during which you will be expected to:

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Terms and conditions:

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Congratulations and we look forward you to take this opportunity as turning point of your career.
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Trainee

Date

For Company

Title

07-11-2022

A.Aravind Kumar
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **A.Aravind Kumar,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
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Trainee

Date

For Company

Title

07-11-2022

Tejaswi Gannavarapu
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **Tejaswi Gannavarapu,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
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Congratulations and we look forward you to take this opportunity as turning point of your career.
Please review, sign and mail to confirm acceptance.

Trainee

Date

For Company

Title

07-11-2022

Cheruvu Narendra Reddy
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **Cheruvu Narendra Reddy,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
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Trainee

Date

For Company

Title

07-11-2022

Goutham Vardhan Reddy Sunkireddy
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **Goutham Vardhan Reddy Sunkireddy,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
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Trainee

Date

For Company

Title

07-11-2022

Kalyan Kumar Reddy Kopperla
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **Kalyan Kumar Reddy Kopperla,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
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Trainee

Date

For Company

Title

07-11-2022

Gundupalli Suresh
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **Gundupalli Suresh,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
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Trainee

Date

For Company

Title

07-11-2022

Dodda Niteesh Reddy
Bharath Institute of Higher Education and Research,
Chennai, Tamil Nadu.

Dear **Dodda Niteesh Reddy,**

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.
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Trainee

Date

For Company

Title

Date: 08-Mar-2023

Offer Letter

Dear **Akunuri Krishna Sai,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

Your joining date will be **21st March 2023,** You will have six working days per week.

Feel free to reach me (96789 64873) in case you have any further questions.

A detailed offer letter will be given after joining, Kindly reply to this mail before

13th March 2023, to confirm your acceptance of the offer.

Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Arruri Venkatesh,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

Your joining date will be **21st March 2023,** You will have six working days per week.

Feel free to reach me (96789 64873) in case you have any further questions.

A detailed offer letter will be given after joining, Kindly reply to this mail before

13th March 2023, to confirm your acceptance of the offer.

Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Harsha Vardhan Sai Uppala,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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13th March 2023, to confirm your acceptance of the offer.

Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Katherapalli Durga Prasad Chary,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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13th March 2023, to confirm your acceptance of the offer.

Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Mohan Venukupati,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Poorna Chandra Srinivas Sunkara,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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13th March 2023, to confirm your acceptance of the offer.

Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Praneeth Aida,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Priyanka Kukkala,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Sajeeth G,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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13th March 2023, to confirm your acceptance of the offer.

Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Sanampudi Anil Reddy,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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13th March 2023, to confirm your acceptance of the offer.

Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Shaik Yasin,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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13th March 2023, to confirm your acceptance of the offer.

Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Sharmila B,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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13th March 2023, to confirm your acceptance of the offer.

Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Sonti Jitendra Sai Kumar,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Srivatsav Rama Chandra Mulaparti,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Velugubantla Veera Bobby,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Voruganti Bhagavan,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Naveen Manikanta Sai Padala,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **S Anna Malai,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,00,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **M Mohamed Sahul Nafis,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,50,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Mugundhapriya N,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,50,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Mukesh Kumar,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,50,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Muthu Vignesh,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,50,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Nandhini V,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,50,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Nithish Kiran V,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,50,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Parvathy S,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,50,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Pavithra P,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,50,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Pramoth Akash P,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,50,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Regards,

Metha Sharan

HR

TECHVEEL EDUTECH

Date: 08-Mar-2023

Offer Letter

Dear **Prasath,**

Based on your interview performance, we are delighted to make you an offer for the role of **Jr.Sales Executive.**

Compensation and Benefits:

Your CTC would be **4,50,000 (per annum)**. Your base pay during the probation period would be INR **(2,16,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **24,000 (per annum).** In addition, you will be eligible for a Performance-based Incentive up to INR **3,01,500 (per annum)**.

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Metha Sharan

HR

TECHVEEL EDUTECH

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Bharath M
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **Bharath M,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

On the date of your joining, you may please bring along the following:

1. Original & Copy of educational certificates.
2. Copy of resume (1copy)
3. Passport size photos (2 no) & 2 stamp size.
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Bommanaboina Venkatesh
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **Bommanaboina Venkatesh,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Ediresi Jyothi Saran
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **Ediresi Jyothi Saran,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

On the date of your joining, you may please bring along the following:

1. Original & Copy of educational certificates.
2. Copy of resume (1copy)
3. Passport size photos (2 no) & 2 stamp size.
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Gangireddy Sandeep Kumar Reddy
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **Gangireddy Sandeep Kumar Reddy,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Hari Sudharsan S
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **Hari Sudharsan S,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. K Dhinesh Kumar
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **K Dhinesh Kumar,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. K Felix
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **K Felix,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Mohan Sampath
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **Mohan Sampath,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Nakka Bharath
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **Nakka Bharath,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Parath S
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **Parath S,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. R Srikanth
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **R Srikanth,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. S Naveen
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **S Naveen,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Sanjjanoju Shiva
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **Sanjjanoju Shiva,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Seelamneni Bharath
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **Seelamneni Bharath,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Thillai Nathan
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **Thillai Nathan,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Thota Saiprasad
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **Thota Saiprasad,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. V Kishore Raja
B.Tech - Automot. Eng.
Bharath University, Chennai.

Dear **V Kishore Raja,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Gladwin Antony G
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Gladwin Antony G,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Gokul R
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Gokul R,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. K Pranay
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **K Pranay,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Palla Jayachandra
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Palla Jayachandra,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

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5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Praveen S
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Praveen S,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

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5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. R Saai Arjun
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **R Saai Arjun,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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1. Original & Copy of educational certificates.
2. Copy of resume (1copy)
3. Passport size photos (2 no) & 2 stamp size.
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Regan
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Regan,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Selvam S
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Selvam S,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Sharath K
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Sharath K,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Tirumani Phanindhra
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Tirumani Phanindhra,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Virigineni Harinadh
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Virigineni Harinadh,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Abdul Rahman R
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Abdul Rahman R,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Ashraf Ali A
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Ashraf Ali A,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Badrinathan B
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Badrinathan B,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Drishna Mythreyan C S
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Drishna Mythreyan C S,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Faizal Ahamath A
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Faizal Ahamath A,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Jagadeswaran R
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Jagadeswaran R,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Joshua Edmund
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Joshua Edmund,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. K Nandhakumar
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **K Nandhakumar,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Kamalesh K
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Kamalesh K,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Kevin Raj B
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Kevin Raj B,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Maruthai S
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Maruthai S,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Mohudoom Naina
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Mohudoom Naina,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Muralinarayanan R
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Muralinarayanan R,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Raghul B
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Raghul B,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Retish M
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Retish M,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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1. Original & Copy of educational certificates.
2. Copy of resume (1copy)
3. Passport size photos (2 no) & 2 stamp size.
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. S Deepak Raja
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **S Deepak Raja,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Sabith Raja Sekar R
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Sabith Raja Sekar R,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Tharun Kumar K
B.Tech - Mechatronics Eng.
Bharath University, Chennai.

Dear **Tharun Kumar K,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Abhishek
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Abhishek,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Akash A
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Akash A,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Alexander
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Alexander,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Avulakunta Yallappa
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Avulakunta Yallappa,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Chandrashekhar Kumar Singh
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Chandrashekhar Kumar Singh,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Chunchu Kranthi
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Chunchu Kranthi,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Gajjala Ganesh
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Gajjala Ganesh,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Gunapati Srikanth Reddy
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Gunapati Srikanth Reddy,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Venkat Prabath Gurram
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Venkat Prabath Gurram,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Jose Robert J
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Jose Robert J,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Kamini Varun Chpwdary
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Kamini Varun Chpwdary,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Kampelly Saneeth Vilas
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Kampelly Saneeth Vilas,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Veera Satya Sai Akash Kandula
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Veera Satya Sai Akash Kandula,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Keeravani Kankanala
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Keeravani Kankanala,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Koka Teja
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Koka Teja,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Sairamkothapalli
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Sairamkothapalli,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

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For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

Sundram Fasteners Limited

OFFER LETTER

28-Nov-2022

Mr/Ms. Kuchipudi Pavan Kumar
B.Tech - Mech Eng.
Bharath University, Chennai.

Dear **Kuchipudi Pavan Kumar,**

With reference to your application and the interview you had with us on 21.11.2022, we are pleased to offer you an assignment in our organisation as **Graduate Engineering Trainee**.

Your CTC will be **Rs 2,60,000 PA**.

Other Benefits are

1. Transport & Canteen at Rs.10/day subsidiary.
2. Attendance allowance Rs.500 Per month (Zero absent)
3. Statutory as per law

We would expect you to join as early as possible as but not later than 01.12.2022 at **TVS Sundram Fasteners Ltd -** 47, 2, Poonamallee High Road, Maccana Industrial Estate, Velappanchavadi, Poonamallee, Chennai, Tamil Nadu 600077. Beyond which the offer would stand withdrawn, unless a new date is agreed to by us in writing.

On the date of your joining, you may please bring along the following:

1. Original & Copy of educational certificates.
2. Copy of resume (1copy)
3. Passport size photos (2 no) & 2 stamp size.
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of TVS family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **TVS Sundaram Fasteners Ltd.**

Authorized Signatory **I Accept and Agree: _____**

UNIQUE MEASUREMENT SERVICE
Advanced Measuring Solution

12-December-2022

Mr/Ms. Akhilesh
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Akhilesh,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

As discussed, your joining date will be **07th June 2022** and you shall report to our Head Office at 09.30 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We Request you to bring the following documents / Credentials at the time of Joining and submit these documents to the HR Department on the day you join our organization:

- Photocopy of all your Academic Qualification documents (Degree Certificates etc.)
- Copy of Passport, Aadhaar Card & PAN card (Proof of Address)
- Three passport-size photographs

At Last, we welcome you in the Thinksynq family and wish you a rewarding career ahead. Please feel free to get in touch with Ms. Gayathri, Senior Executive - HR at any time for any further information.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

gayathri

Authorised Signatory

Address: No, 369/3A, Oragadam Sriperumbudur Bye Pass Road, Pondur, Vallam Village, SriPerumbudur Tk, Kanchipuram District - 602 105.

UNIQUE MEASUREMENT SERVICE
Advanced Measuring Solution

12-December-2022

Mr/Ms. Arunachaleswaran B
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Arunachaleswaran B,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

As discussed, your joining date will be **07th June 2022** and you shall report to our Head Office at 09.30 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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Sincerely,

gayathri

Authorised Signatory

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UNIQUE MEASUREMENT SERVICE
Advanced Measuring Solution

12-December-2022

Mr/Ms. Teja Bollikonda
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Teja Bollikonda,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

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Sincerely,

gayathri

Authorised Signatory

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UNIQUE MEASUREMENT SERVICE
Advanced Measuring Solution

12-December-2022

Mr/Ms. Daggolu Muni Sekhar
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Daggolu Muni Sekhar,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

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Sincerely,

gayathri

Authorised Signatory

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UNIQUE MEASUREMENT SERVICE
Advanced Measuring Solution

12-December-2022

Mr/Ms. Gandikota Santhosh Kumar
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Gandikota Santhosh Kumar,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

As discussed, your joining date will be **07th June 2022** and you shall report to our Head Office at 09.30 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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Sincerely,

gayathri

Authorised Signatory

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UNIQUE MEASUREMENT SERVICE
Advanced Measuring Solution

12-December-2022

Mr/Ms. Gangadhar Giriboyina
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Gangadhar Giriboyina,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

gayathri

Authorised Signatory

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UNIQUE MEASUREMENT SERVICE
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12-December-2022

Mr/Ms. Sai Kumar Nadh Reddy Gurram
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Sai Kumar Nadh Reddy Gurram,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

As discussed, your joining date will be **07th June 2022** and you shall report to our Head Office at 09.30 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

gayathri

Authorised Signatory

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UNIQUE MEASUREMENT SERVICE
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12-December-2022

Mr/Ms. Kandukuri Venkata Ramana
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Kandukuri Venkata Ramana,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

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- Three passport-size photographs

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

gayathri

Authorised Signatory

Address: No, 369/3A, Oragadam Sriperumbudur Bye Pass Road, Pondur, Vallam Village, SriPerumbudur Tk, Kanchipuram District - 602 105.

UNIQUE MEASUREMENT SERVICE
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12-December-2022

Mr/Ms. Lam Mohan
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Lam Mohan,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

gayathri

Authorised Signatory

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UNIQUE MEASUREMENT SERVICE
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12-December-2022

Mr/Ms. Mani Varma Muddada
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Mani Varma Muddada,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

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At Last, we welcome you in the Thinksynq family and wish you a rewarding career ahead. Please feel free to get in touch with Ms. Gayathri, Senior Executive - HR at any time for any further information.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

gayathri

Authorised Signatory

Address: No, 369/3A, Oragadam Sriperumbudur Bye Pass Road, Pondur, Vallam Village, SriPerumbudur Tk, Kanchipuram District - 602 105.

UNIQUE MEASUREMENT SERVICE
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12-December-2022

Mr/Ms. Punugupati Rama Krishna
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Punugupati Rama Krishna,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

As discussed, your joining date will be **07th June 2022** and you shall report to our Head Office at 09.30 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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At Last, we welcome you in the Thinksynq family and wish you a rewarding career ahead. Please feel free to get in touch with Ms. Gayathri, Senior Executive - HR at any time for any further information.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

gayathri

Authorised Signatory

Address: No, 369/3A, Oragadam Sriperumbudur Bye Pass Road, Pondur, Vallam Village, SriPerumbudur Tk, Kanchipuram District - 602 105.

UNIQUE MEASUREMENT SERVICE
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12-December-2022

Mr/Ms. Sanjay A
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Sanjay A,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

gayathri

Authorised Signatory

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UNIQUE MEASUREMENT SERVICE
Advanced Measuring Solution

12-December-2022

Mr/Ms. Sava Suman
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Sava Suman,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

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Sincerely,

gayathri

Authorised Signatory

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UNIQUE MEASUREMENT SERVICE
Advanced Measuring Solution

12-December-2022

Mr/Ms. Aahkin Jeva G
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Aahkin Jeva G,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

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Sincerely,

gayathri

Authorised Signatory

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UNIQUE MEASUREMENT SERVICE
Advanced Measuring Solution

12-December-2022

Mr/Ms. Praveen Kumar A
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Praveen Kumar A,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

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Sincerely,

gayathri

Authorised Signatory

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UNIQUE MEASUREMENT SERVICE
Advanced Measuring Solution

12-December-2022

Mr/Ms. Gokulraj M
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Gokulraj M,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

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Sincerely,

gayathri

Authorised Signatory

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UNIQUE MEASUREMENT SERVICE
Advanced Measuring Solution

12-December-2022

Mr/Ms. B Mohammed Irfaan
Bharath Institute of Higher Education and Research
Chennai – 600 073

Subject : OFFER FOR EMPLOYMENT

Dear **Mohammed Irfaan,**

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as a **Mechanical Engineer.** Your place of posting will be at **Chennai.**

Your gross emoluments per annum including all other benefits will be INR **Rs. 1,61,000/-** Per Annum (Rupees One Lakh Sixty-One Thousand Only).

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Sincerely,

gayathri

Authorised Signatory

Address: No, 369/3A, Oragadam Sriperumbudur Bye Pass Road, Pondur, Vallam Village, SriPerumbudur Tk, Kanchipuram District - 602 105.

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Durga Murugan,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Durga Murugan,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

Detailed description of your profile will be given in the handbook.

Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

On Receipt of this offer letter you need to sign an NDA (non-disclosure Agreement) with us before joining.

Salary Details:

- A consolidated salary of **CTC: 3 LPA** will be given.
- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Guru Charn G C,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Guru Charn G C,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

Detailed description of your profile will be given in the handbook.

Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

On Receipt of this offer letter you need to sign an NDA (non-disclosure Agreement) with us before joining.

Salary Details:

- A consolidated salary of **CTC: 3 LPA** will be given.
- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Madhan R,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Madhan R,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

Detailed description of your profile will be given in the handbook.

Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

On Receipt of this offer letter you need to sign an NDA (non-disclosure Agreement) with us before joining.

Salary Details:

- A consolidated salary of **CTC: 3 LPA** will be given.
- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Mubarak Sharief A,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Mubarak Sharief A,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

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Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

On Receipt of this offer letter you need to sign an NDA (non-disclosure Agreement) with us before joining.

Salary Details:

- A consolidated salary of **CTC: 3 LPA** will be given.
- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Nithish Kumar V,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Nithish Kumar V,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

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Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

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Salary Details:

- A consolidated salary of **CTC: 3 LPA** will be given.
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- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Parameswara Reddy Picchala,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Parameswara Reddy Picchala,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

Detailed description of your profile will be given in the handbook.

Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

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Salary Details:

- A consolidated salary of **CTC: 3 LPA** will be given.
- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Sneha V,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Sneha V,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

Detailed description of your profile will be given in the handbook.

Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

On Receipt of this offer letter you need to sign an NDA (non-disclosure Agreement) with us before joining.

Salary Details:

- A consolidated salary of **CTC: 3 LPA** will be given.
- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Sudharsun G,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Sudharsun G,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

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Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

On Receipt of this offer letter you need to sign an NDA (non-disclosure Agreement) with us before joining.

Salary Details:

- A consolidated salary of **CTC: 3 LPA** will be given.
- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Amara Durga Kiran Kumar,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Amara Durga Kiran Kumar,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

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Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

On Receipt of this offer letter you need to sign an NDA (non-disclosure Agreement) with us before joining.

Salary Details:

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- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Amose Y,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Amose Y,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

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Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

On Receipt of this offer letter you need to sign an NDA (non-disclosure Agreement) with us before joining.

Salary Details:

- A consolidated salary of **CTC: 3 LPA** will be given.
- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Anip Aananda Shah,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Anip Aananda Shah,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

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Salary Details:

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- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Appam Yogesh Reddy,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Appam Yogesh Reddy,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

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- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Anusha Bezawada,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Anusha Bezawada,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

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- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Chennai Joslin Nj Chelsea Joslin,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Chennai Joslin Nj Chelsea Joslin,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

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- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Sowjanya Gangasani Sowjanya,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Sowjanya Gangasani Sowjanya,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

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Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Lisweena Kandukuri,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Lisweena Kandukuri,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

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Salary Details:

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- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Kirubhashini,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Kirubhashini,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

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Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

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Salary Details:

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- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Pulluru Divya Darshini,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Pulluru Divya Darshini,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

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- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Ramugalla Pranay,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Ramugalla Pranay,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

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Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

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Salary Details:

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- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

+91 9444253997
Tel: +91 -44-43538993
sales@vmmeditech.com
www.vmmeditech.com
/ vmmeditech

VM Meditech Private Limited
No.921, 13th main road, Anna Nagar(west),
Chennai – 600 040. India.

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Sachin Subashini,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Sachin Subashini,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

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Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. U Sakthi Priya,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **U Sakthi Priya,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

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- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Raja Sekharreddy Shanivarapu,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Raja Sekharreddy Shanivarapu,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

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Salary Details:

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- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Sonali Kumari,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Sonali Kumari,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

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Salary Details:

- A consolidated salary of **CTC: 3 LPA** will be given.
- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Srinivasan Venkatesan,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Srinivasan Venkatesan,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

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On Receipt of this offer letter you need to sign an NDA (non-disclosure Agreement) with us before joining.

Salary Details:

- A consolidated salary of **CTC: 3 LPA** will be given.
- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

APPOINTMENT LETTER

25.11.2022

To
Mr/Ms. Surya G,
Bharath Institute of Higher Education and Research,
173, Agharam Main Road, Selaiyur,
Chennai -73.

Dear **Surya G,**

With reference to the interview you had with us we are happy to appoint you as **Sales Engineer** in our company.

Joining Date: 02.01.2023

You will be posted at Chennai in Future, if required Company may decide to Change your location anywhere in Tamil Nadu.

We will take care of the expenses of business travel as per company rules and regulations.

First six months will be your probationary Training period. Within the probationary period if you are leaving or resigning Rs. 10,000/- (the training expenses incurred) will be charged / deducted from your salary.

Detailed description of your profile will be given in the handbook.

Kindly read the terms & conditions of the company and acknowledge it by signing the copy of letter attached.

On Receipt of this offer letter you need to sign an NDA (non-disclosure Agreement) with us before joining.

Salary Details:

- A consolidated salary of **CTC: 3 LPA** will be given.
- Local allowance Rs. 1000/- month will be given on base station.
- Salary will be revised after six months based on your performance

Regards
For V.M.Meditech Pvt Ltd

ValueLabs

Ref: ID

Date: 15/NOV/22

Mr/Ms.

Provisional offer of Employment

Dear A. RAGA VENKATA MANI KISHORE

It gives us immense pleasure in inviting you to join ValueLabs as one of its valuable members. We believe that organizations grow and flourish, fueled by the enthusiasm and energy of the people who are willing to invest in to the future. We are happy that you are one such employee joining us in our effort to create a truly global corporation.

You have been selected for the "**Software Developer Engineer for Testing**" profile and will be designated as "**Software Engineer Specialist**" at band "S1" and your position will carry the following structure of compensation value:

a) Year 1: You will join us at CTC of **INR 5,00,000 (INR 4,00,000 (fixed)+ INR 1,00,000 (variable) (INR five lakhs only (INR Four lakh (fixed) + INR One lakh (variable))** per annum
b) Year 2: Your CTC will be revised **INR 6,00,000 (INR 5,00,000 (fixed)+ INR 1,00,000 (variable) (INR Six lakhs only (INR Five lakh (fixed) + INR One lakh (variable))** per annum
c) Year 3: Your CTC will be revised to **INR 8,00,000 (INR 7,00,000 (fixed)+ INR 1,00,000 (variable) (INR Eight lakhs only (INR Seven lakh (fixed) + INR One lakh (variable))** per annum
d) Thereafter, you will continue to receive bi-annual appraisals as per company standards

The total salary being paid by the company shall include all elements/components of Gross compensation package, given in any form i.e. in cash or kind. We will give you the break-up of salary separately at the time of joining.

Your designated date of joining would be 12/June/23 request you to send the acceptance within two working days from receiving the offer.

Please note that this offer and your employment at ValueLabs shall be contingent upon satisfactory references and background checks that may be conducted at any time from the date of this offer and shall include but is not limited to education, employment history, etc.

Your association and employment at ValueLabs will be governed by various employee-related policies and guidelines of the organization, as modified from time to time, and by the terms of the offer made in the letter, it will be also guided by the core values and beliefs of our organization. We are confident that you will contribute to the organization and its goals add value through your roles and strengthen ValueLabs.

The above-mentioned salary structure and the revisions contained therein are subject to the sole discretion of the organization, upon due evaluation and consideration of your conduct and performance as an employee.

Yours sincerely,

for ValueLabs LLP

Authorized Signatory

Accepted Signature: A. R.V. Mani Kishore

ValueLabs LLP
Plot # 41, Hitech City, Phase 2, Madhapur, Hyderabad - 500081
Ph: +91-40-6623-9000 | Fax: +91-40-6623-9100 | www.valuelabs.com

VDart

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COLLECTOR'S OFFICE ROAD,
TRICHY – 620001.
www.vdart.com, tnd@vdartinc.com

23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Atchaya K,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

a. Your designation will be **Technical Analyst -L1 (Desktop Support/ Network Analyst)**
b. Your place of work will be Noida/Chennai/Bangalore on need based**.**
c. You agree to undergo **5 to 6 weeks of training.**
d. You must take an online **Versant English Test (VET)*** and **score min. of 58 marks** or obtain a **grade of B2** and above.
e. On successful completion of training and technical interviews, you will be offered a job based onthe client requirement and market conditions, in VDart and deployed at our client location.
f. You will be entitled to an all-inclusive compensation (Cost to Company) of Rs. **2,25,360**/- (Rupees Two Lakh Twenty-Five Thousand Three Hundred and Sixty Only) per annum exclusive of the additional reimbursement provided and applicable Tax will be deducted.
g. You agree to work in the client location and as per the employment terms and conditions without fail.

An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

Terms & Conditions:

#1: In the event, that you fail to join VDart or its client as per the agreed joining date, VDart has the right to take appropriate legal action against you and recover any penalties imposed.
#2: VDart does not charge any fee for training, and it is mandatory for the candidate to complete the required training program.
#3: Candidates should take the online assessment conducted by an external agency as prescribed by the Client and the candidate should fulfill their requirements and conditions to take the online test.
#4: VDart or its employees does not charge the candidate for employing them in VDart or for deploying them at client locations.
#5: This offer is void in case you are unable to complete the training or fulfill the client's requirements.

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Devarraju Raj Nikhil,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

a. Your designation will be **Technical Analyst -L1 (Desktop Support/ Network Analyst)**
b. Your place of work will be Noida/Chennai/Bangalore on need based**.**
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An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Bhargav Pinnaka,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

a. Your designation will be **Technical Analyst -L1 (Desktop Support/ Network Analyst)**
b. Your place of work will be Noida/Chennai/Bangalore on need based**.**
c. You agree to undergo **5 to 6 weeks of training.**
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g. You agree to work in the client location and as per the employment terms and conditions without fail.

An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Kotla Shashank,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

a. Your designation will be **Technical Analyst -L1 (Desktop Support/ Network Analyst)**
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c. You agree to undergo **5 to 6 weeks of training.**
d. You must take an online **Versant English Test (VET)*** and **score min. of 58 marks** or obtain a **grade of B2** and above.
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g. You agree to work in the client location and as per the employment terms and conditions without fail.

An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

Terms & Conditions:

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Sikakollu Venkata Naga Siva Ganesh Sumanth,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Teja Palivela,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

Terms & Conditions:

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Tharala Pranay,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Kumar Siva Srinivas Chintha,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

Terms & Conditions:

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Akash A,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Akash M,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Angothu Ramu Naik,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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c. You agree to undergo **5 to 6 weeks of training.**
d. You must take an online **Versant English Test (VET)*** and **score min. of 58 marks** or obtain a **grade of B2** and above.
e. On successful completion of training and technical interviews, you will be offered a job based onthe client requirement and market conditions, in VDart and deployed at our client location.
f. You will be entitled to an all-inclusive compensation (Cost to Company) of Rs. **2,25,360**/- (Rupees Two Lakh Twenty-Five Thousand Three Hundred and Sixty Only) per annum exclusive of the additional reimbursement provided and applicable Tax will be deducted.
g. You agree to work in the client location and as per the employment terms and conditions without fail.

An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

Terms & Conditions:

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#2: VDart does not charge any fee for training, and it is mandatory for the candidate to complete the required training program.
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#5: This offer is void in case you are unable to complete the training or fulfill the client's requirements.

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www.vdart.com, tnd@vdartinc.com

23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Arunachalam S,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

a. Your designation will be **Technical Analyst -L1 (Desktop Support/ Network Analyst)**
b. Your place of work will be Noida/Chennai/Bangalore on need based**.**
c. You agree to undergo **5 to 6 weeks of training.**
d. You must take an online **Versant English Test (VET)*** and **score min. of 58 marks** or obtain a **grade of B2** and above.
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An offer letter will be issued to you once you are selected by the Client.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Atla Radhika,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Pooja Srree,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

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Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Bheemanapalli Sai Kiran,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Abhishek Bommali,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Chatakonda Neeraj Kumar,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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For **VDart Software Service Pvt. Ltd.**

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Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Srivathsava Cherukupally,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Deborah,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Desika R,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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CONDITIONAL OFFER LETTER

Dear **N Dhanush,**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Donthula Ravikiran,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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CONDITIONAL OFFER LETTER

Dear **Ashok Gopi Doppalapudi,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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e. On successful completion of training and technical interviews, you will be offered a job based onthe client requirement and market conditions, in VDart and deployed at our client location.
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g. You agree to work in the client location and as per the employment terms and conditions without fail.

An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

Terms & Conditions:

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#2: VDart does not charge any fee for training, and it is mandatory for the candidate to complete the required training program.
#3: Candidates should take the online assessment conducted by an external agency as prescribed by the Client and the candidate should fulfill their requirements and conditions to take the online test.
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#5: This offer is void in case you are unable to complete the training or fulfill the client's requirements.

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www.vdart.com, tnd@vdartinc.com

23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Gangasani Pradeep Kumar,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

a. Your designation will be **Technical Analyst -L1 (Desktop Support/ Network Analyst)**
b. Your place of work will be Noida/Chennai/Bangalore on need based**.**
c. You agree to undergo **5 to 6 weeks of training.**
d. You must take an online **Versant English Test (VET)*** and **score min. of 58 marks** or obtain a **grade of B2** and above.
e. On successful completion of training and technical interviews, you will be offered a job based onthe client requirement and market conditions, in VDart and deployed at our client location.
f. You will be entitled to an all-inclusive compensation (Cost to Company) of Rs. **2,25,360**/- (Rupees Two Lakh Twenty-Five Thousand Three Hundred and Sixty Only) per annum exclusive of the additional reimbursement provided and applicable Tax will be deducted.
g. You agree to work in the client location and as per the employment terms and conditions without fail.

An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

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Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Neela Kanta Syam Sundhar Garaga,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Sri Durga Prasad Arepalli,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

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Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Akansh Jain,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Ashon A,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Danda Maheshwar Reddy,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Dheeraj Gp,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Eleena Basil,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Farhat Fatma,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Pratik Revannath Gaikwad,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Garva Mishra,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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CONDITIONAL OFFER LETTER

Dear **Hemant Kumar Lalkant Jha,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

Terms & Conditions:

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#2: VDart does not charge any fee for training, and it is mandatory for the candidate to complete the required training program.
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#5: This offer is void in case you are unable to complete the training or fulfill the client's requirements.

VDart

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **M Akash,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

a. Your designation will be **Technical Analyst -L1 (Desktop Support/ Network Analyst)**
b. Your place of work will be Noida/Chennai/Bangalore on need based**.**
c. You agree to undergo **5 to 6 weeks of training.**
d. You must take an online **Versant English Test (VET)*** and **score min. of 58 marks** or obtain a **grade of B2** and above.
e. On successful completion of training and technical interviews, you will be offered a job based onthe client requirement and market conditions, in VDart and deployed at our client location.
f. You will be entitled to an all-inclusive compensation (Cost to Company) of Rs. **2,25,360**/- (Rupees Two Lakh Twenty-Five Thousand Three Hundred and Sixty Only) per annum exclusive of the additional reimbursement provided and applicable Tax will be deducted.
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For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Tagore Vinay Kumar Avula,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Bommireddy Susarmani,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Chavala Tharun Kunar,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Mahipal Dasari,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Dasari Prem Kumar,**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Dega Akanksha,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Dhishanth V,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Divya Kasilingam,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Eluri Archana,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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CONDITIONAL OFFER LETTER

Dear **Ajay Kumar,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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CONDITIONAL OFFER LETTER

Dear **Akula Mahesh,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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VDart

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www.vdart.com, tnd@vdartinc.com

23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Bhuvneshwar Kumar,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

a. Your designation will be **Technical Analyst -L1 (Desktop Support/ Network Analyst)**
b. Your place of work will be Noida/Chennai/Bangalore on need based**.**
c. You agree to undergo **5 to 6 weeks of training.**
d. You must take an online **Versant English Test (VET)*** and **score min. of 58 marks** or obtain a **grade of B2** and above.
e. On successful completion of training and technical interviews, you will be offered a job based onthe client requirement and market conditions, in VDart and deployed at our client location.
f. You will be entitled to an all-inclusive compensation (Cost to Company) of Rs. **2,25,360**/- (Rupees Two Lakh Twenty-Five Thousand Three Hundred and Sixty Only) per annum exclusive of the additional reimbursement provided and applicable Tax will be deducted.
g. You agree to work in the client location and as per the employment terms and conditions without fail.

An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Derangula Srinivasu,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Dheshikh J,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **B Divakar Reddy,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Divanish D G,**

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For **VDart Software Service Pvt. Ltd.**

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CONDITIONAL OFFER LETTER

Dear **G.Sai Phaneendra,**

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CONDITIONAL OFFER LETTER

Dear **Kalyan Kadari,**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Kaddhuri Nagaraju,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Lokireddy Venkata Ravindra Reddy,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Madhan Sai Marri,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Shaik Khaleel Basha,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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CONDITIONAL OFFER LETTER

Dear **Anwar Mohammad Shaik,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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#5: This offer is void in case you are unable to complete the training or fulfill the client's requirements.

VDart

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COLLECTOR'S OFFICE ROAD,
TRICHY – 620001.
www.vdart.com, tnd@vdartinc.com

23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Pavan Kumar Yerrabathula,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

a. Your designation will be **Technical Analyst -L1 (Desktop Support/ Network Analyst)**
b. Your place of work will be Noida/Chennai/Bangalore on need based**.**
c. You agree to undergo **5 to 6 weeks of training.**
d. You must take an online **Versant English Test (VET)*** and **score min. of 58 marks** or obtain a **grade of B2** and above.
e. On successful completion of training and technical interviews, you will be offered a job based onthe client requirement and market conditions, in VDart and deployed at our client location.
f. You will be entitled to an all-inclusive compensation (Cost to Company) of Rs. **2,25,360**/- (Rupees Two Lakh Twenty-Five Thousand Three Hundred and Sixty Only) per annum exclusive of the additional reimbursement provided and applicable Tax will be deducted.
g. You agree to work in the client location and as per the employment terms and conditions without fail.

An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

Terms & Conditions:

#1: In the event, that you fail to join VDart or its client as per the agreed joining date, VDart has the right to take appropriate legal action against you and recover any penalties imposed.
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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **M Pradosh Kumar,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Pesaru Ashok,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Dharlla Nagendher,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Wasim Ahmed,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

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CONDITIONAL OFFER LETTER

Dear **Jandhyam Praveen,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

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Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Ghanshyam Kumar,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Agathiya A,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Alfred D Thekkath,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Sandeep Kumar Reddy Ambati,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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Candidate's Signature:_____Date: _____

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Arumilli Lakshmi Sarvani,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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CONDITIONAL OFFER LETTER

Dear **Chandru J,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

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Sincerely

For **VDart Software Service Pvt. Ltd.**

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23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Jaydeep Sarjerao Desai,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

a. Your designation will be **Technical Analyst -L1 (Desktop Support/ Network Analyst)**
b. Your place of work will be Noida/Chennai/Bangalore on need based**.**
c. You agree to undergo **5 to 6 weeks of training.**
d. You must take an online **Versant English Test (VET)*** and **score min. of 58 marks** or obtain a **grade of B2** and above.
e. On successful completion of training and technical interviews, you will be offered a job based onthe client requirement and market conditions, in VDart and deployed at our client location.
f. You will be entitled to an all-inclusive compensation (Cost to Company) of Rs. **2,25,360**/- (Rupees Two Lakh Twenty-Five Thousand Three Hundred and Sixty Only) per annum exclusive of the additional reimbursement provided and applicable Tax will be deducted.
g. You agree to work in the client location and as per the employment terms and conditions without fail.

An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

Terms & Conditions:

#1: In the event, that you fail to join VDart or its client as per the agreed joining date, VDart has the right to take appropriate legal action against you and recover any penalties imposed.
#2: VDart does not charge any fee for training, and it is mandatory for the candidate to complete the required training program.
#3: Candidates should take the online assessment conducted by an external agency as prescribed by the Client and the candidate should fulfill their requirements and conditions to take the online test.
#4: VDart or its employees does not charge the candidate for employing them in VDart or for deploying them at client locations.
#5: This offer is void in case you are unable to complete the training or fulfill the client's requirements.

VDart

40, RAJA COLONY,4th CROSS
COLLECTOR'S OFFICE ROAD,
TRICHY – 620001.
www.vdart.com, tnd@vdartinc.com

23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Farhana Mumtaj A,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

a. Your designation will be **Technical Analyst -L1 (Desktop Support/ Network Analyst)**
b. Your place of work will be Noida/Chennai/Bangalore on need based**.**
c. You agree to undergo **5 to 6 weeks of training.**
d. You must take an online **Versant English Test (VET)*** and **score min. of 58 marks** or obtain a **grade of B2** and above.
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g. You agree to work in the client location and as per the employment terms and conditions without fail.

An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

Terms & Conditions:

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TRICHY – 620001.
www.vdart.com, tnd@vdartinc.com

23-May-2023.

CONDITIONAL OFFER LETTER

Dear **Gayathri R,**

With reference to the interview, you had with our Team earlier at **VDart Software Services Pvt. Ltd.** We are pleased to offer you the position of Technical Analyst for our Client subject to the following terms and conditions. You will be deployed in our client location after the successful completion of training and clearing all the tests/interviews as per the Client's requirement.

a. Your designation will be **Technical Analyst -L1 (Desktop Support/ Network Analyst)**
b. Your place of work will be Noida/Chennai/Bangalore on need based**.**
c. You agree to undergo **5 to 6 weeks of training.**
d. You must take an online **Versant English Test (VET)*** and **score min. of 58 marks** or obtain a **grade of B2** and above.
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g. You agree to work in the client location and as per the employment terms and conditions without fail.

An offer letter will be issued to you once you are selected by the Client.

You are requested to sign and share the original copy of this letter as a token of your acceptance of the above offer.

Sincerely

For **VDart Software Service Pvt. Ltd.**

I agree to accept the conditional offer and agree to undergo the training on the above-mentioned terms and conditions.

Candidate's Signature:_____Date: _____

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#5: This offer is void in case you are unable to complete the training or fulfill the client's requirements.

Date: 06-April-2023

Letter of Intent

Dear **Angara Bala Satyanarayana Gowd,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

Your joining date will be **25th April 2023,** You will have six working days per week.

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment.

At the time of joining, you are requested to submit copies of academic credentials indicated by you, relieving letter from your previous organization, last 3 month salary slips, copy of your PAN card, 4 recent passport size photographs, proof of age and permanent address.

Regards,

Senior Executive - HR

HR Division

Office Address
No 9B , 18th Street Tansi Nagar Extension Velachery, Chennai -600042
Contact : **044 43235659** Email : info@velciti.com

Date: 06-April-2023

Letter of Intent

Dear **K.P. Akaash,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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Regards,

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HR Division

Office Address
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Date: 06-April-2023

Letter of Intent

Dear **Modhugapalyam Chakravarthi Reddy,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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Senior Executive - HR

HR Division

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Date: 06-April-2023

Letter of Intent

Dear **Preetham Kumar K,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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Date: 06-April-2023

Letter of Intent

Dear **Rajnish Ranjan,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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HR Division

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Date: 06-April-2023

Letter of Intent

Dear **S Guhan,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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HR Division

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Date: 06-April-2023

Letter of Intent

Dear **Sunkishala Rohith,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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Date: 06-April-2023

Letter of Intent

Dear **Surisetti Sri Venkata Gowrinadh,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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Date: 06-April-2023

Letter of Intent

Dear **Surya Vamshi,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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Senior Executive - HR

HR Division

Office Address
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Contact : **044 43235659** Email : info@velciti.com

Date: 06-April-2023

Letter of Intent

Dear **Tadi Ramakrishna,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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HR Division

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Date: 06-April-2023

Letter of Intent

Dear **Aakash Gupta Tadikonda,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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HR Division

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Date: 06-April-2023

Letter of Intent

Dear **Tanneeru Pavan Kumar,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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HR Division

Office Address
No 9B , 18th Street Tansi Nagar Extension Velachery, Chennai -600042
Contact : **044 43235659** Email : info@velciti.com

Date: 06-April-2023

Letter of Intent

Dear **Thabeti Anurag Goud,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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Senior Executive - HR

HR Division

Office Address
No 9B , 18th Street Tansi Nagar Extension Velachery, Chennai -600042
Contact : **044 43235659** Email : info@velciti.com

Date: 06-April-2023

Letter of Intent

Dear **Thakur Shiva Kumar Singh,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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Regards,

Senior Executive - HR

HR Division

Office Address
No 9B , 18th Street Tansi Nagar Extension Velachery, Chennai -600042
Contact : **044 43235659** Email : info@velciti.com

Date: 06-April-2023

Letter of Intent

Dear **Thathagari Suresh Reddy,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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Office Address
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Contact : **044 43235659** Email : info@velciti.com

Date: 06-April-2023

Letter of Intent

Dear **Thegalapalli Ashok Reddy,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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HR Division

Office Address
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Contact : **044 43235659** Email : info@velciti.com

Date: 06-April-2023

Letter of Intent

Dear **Thippasani Maruthi Kumar Reddy,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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Date: 06-April-2023

Letter of Intent

Dear **Thorambakam Anil Kumar,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

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Date: 06-April-2023

Letter of Intent

Dear **Thota Prakash Prakash,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

Your joining date will be **25th April 2023,** You will have six working days per week.

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment.

At the time of joining, you are requested to submit copies of academic credentials indicated by you, relieving letter from your previous organization, last 3 month salary slips, copy of your PAN card, 4 recent passport size photographs, proof of age and permanent address.

Regards,

Senior Executive - HR

HR Division

Office Address
No 9B , 18th Street Tansi Nagar Extension Velachery, Chennai -600042
Contact : **044 43235659** Email : info@velciti.com

Date: 06-April-2023

Letter of Intent

Dear **Kartheek Thumati,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

Your joining date will be **25th April 2023,** You will have six working days per week.

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment.

At the time of joining, you are requested to submit copies of academic credentials indicated by you, relieving letter from your previous organization, last 3 month salary slips, copy of your PAN card, 4 recent passport size photographs, proof of age and permanent address.

Regards,

Senior Executive - HR

HR Division

Office Address
No 9B , 18th Street Tansi Nagar Extension Velachery, Chennai -600042
Contact : **044 43235659** Email : info@velciti.com

Date: 06-April-2023

Letter of Intent

Dear **Tirumani Ashok Kumar,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

Your joining date will be **25th April 2023,** You will have six working days per week.

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment.

At the time of joining, you are requested to submit copies of academic credentials indicated by you, relieving letter from your previous organization, last 3 month salary slips, copy of your PAN card, 4 recent passport size photographs, proof of age and permanent address.

Regards,

Senior Executive - HR

HR Division

Office Address
No 9B , 18th Street Tansi Nagar Extension Velachery, Chennai -600042
Contact : **044 43235659** Email : info@velciti.com

Date: 06-April-2023

Letter of Intent

Dear **Sateesh Tulluru,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

Your joining date will be **25th April 2023,** You will have six working days per week.

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment.

At the time of joining, you are requested to submit copies of academic credentials indicated by you, relieving letter from your previous organization, last 3 month salary slips, copy of your PAN card, 4 recent passport size photographs, proof of age and permanent address.

Regards,

Senior Executive - HR

HR Division

Office Address
No 9B , 18th Street Tansi Nagar Extension Velachery, Chennai -600042
Contact : **044 43235659** Email : info@velciti.com

Date: 06-April-2023

Letter of Intent

Dear **Tumma Janardhana Reddy,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

Your joining date will be **25th April 2023,** You will have six working days per week.

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment.

At the time of joining, you are requested to submit copies of academic credentials indicated by you, relieving letter from your previous organization, last 3 month salary slips, copy of your PAN card, 4 recent passport size photographs, proof of age and permanent address.

Regards,

Senior Executive - HR

HR Division

Office Address
No 9B , 18th Street Tansi Nagar Extension Velachery, Chennai -600042
Contact : **044 43235659** Email : info@velciti.com

Date: 06-April-2023

Letter of Intent

Dear **Santhosh Ummineni,**

Based on your interview performance, we are delighted to make you an offer for therole of **Civil Engineering.**

Compensation and Benefits:

Your CTC would be **2,80,000 (per annum)**. Your base pay during the probation period would be INR **(1,08,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **22,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,50,000 (per annum)**.

Your joining date will be **25th April 2023,** You will have six working days per week.

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment.

At the time of joining, you are requested to submit copies of academic credentials indicated by you, relieving letter from your previous organization, last 3 month salary slips, copy of your PAN card, 4 recent passport size photographs, proof of age and permanent address.

Regards,

Senior Executive - HR

HR Division

Office Address
No 9B , 18th Street Tansi Nagar Extension Velachery, Chennai -600042
Contact : **044 43235659** Email : info@velciti.com

31 October 2022 **OL No: VZ22C1259**

Dear **Haripriya Chembeti,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1260**

Dear **Jaya Lakshmi,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1261**

Dear **Swetha Pantrangam,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1262**

Dear **Akanksha Parvathneni,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1263**

Dear **Bharath Kumar Pagadala,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1264**

Dear **Karthikeyan K,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1265**

Dear **Pesala Mukesh Kumar,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1266**

Dear **Pushkar Rama Sai Praveen Adabala,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1267**

Dear **Ravuri Jagadeesh Sai Kumar,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1268**

Dear **Ashok Sai Kumar Patibandla,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1269**

Dear **Pagidela Thanuj Reddy,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1270**

Dear **Pandanaboina Rohith,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1271**

Dear **Sai Harsha Bodla,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1272**

Dear **Harsh Shukla,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1273**

Dear **Naresh Kumar Jogu,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1274**

Dear **Jisha Rexline,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1275**

Dear **Mohamed Jumail Kadhersha,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1276**

Dear **Ramgopi Thellagorla,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1277**

Dear **Thirumani Tharun,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1278**

Dear **Anand,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1279**

Dear **Parthiv Aditya Tikkala,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1280**

Dear **Ulli Manikanta,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1281**

Dear **Vignesh Ummagani,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1282**

Dear **Undamatla Venkata Prasad,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1283**

Dear **Rakesh Uppala,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1284**

Dear **Sai Prasad Uppala,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1285**

Dear **Uppalapati Pavan Kumar,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1286**

Dear **Akanksha Chowdary Upputuri,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

VERZEO

31 October 2022 **OL No: VZ22C1287**

Dear **Kishan Sai Vallepu,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. “At will basis” which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate’s Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1288**

Dear **Vankayalapati Sai Kumar,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1289**

Dear **Veerakumar A,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1290**

Dear **Abhinav Rao Veeramalla,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1291**

Dear **Rishikesh Velpula,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1292**

Dear **Vemireddy Upendra Reddy,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1293**

Dear **Vepakayala Kalki Avinash,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1294**

Dear **Varun Reddy Vummenthala,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1295**

Dear **Yakkanti Rohith Redyy,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1296**

Dear **Yaramala Ramganesh Reddy,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1297**

Dear **Rakesh Yarlagadda,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1298**

Dear **Ganesh Vara Prasad Yatham,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1299**

Dear **Yerram Tejanarsi Reddy,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1300**

Dear **Yogesh,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1301**

Dear **Kolagani Valesh,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1302**

Dear **Kolluru Pradeep,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1303**

Dear **Komaravelly Mayur,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1304**

Dear **Kondaveti Sarvan Naga Pavan,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1305**

Dear **Konduru Kalyan Varma,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1306**

Dear **Syam Sundar Kotipalli,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1307**

Dear **Sandeep Kumar Kotturi,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1308**

Dear **S Krupa Shankari,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1309**

Dear **Kumbaganti Karthik,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1310**

Dear **Maruthi Vara Prasad,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1311**

Dear **Kurma Madhu Reddy,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1312**

Dear **Kusunuri Jyothi Sai Siddartha,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1313**

Dear **Laveti Jagadeesh,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1314**

Dear **Naveen Lekkala,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1315**

Dear **B V Maahavishnu,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1316**

Dear **Madineedi Surya Venkat Pavan,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1317**

Dear **Mahesh Madugula,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1318**

Dear **Venkata Krishna Maguluri,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
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- Official communication either within the company or outside the company should be through the company Email of your manager only.
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SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
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3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1319**

Dear **Maliyala Sai Kumar,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
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- Official communication either within the company or outside the company should be through the company Email of your manager only.
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SIGNATURE:_____ DATE: _____
(Candidate's Signature)

ANNEXURE

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3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1320**

Dear **Kavya Mallempati,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
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- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
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SIGNATURE:_____ DATE: _____
(Candidate's Signature)

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3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

31 October 2022 **OL No: VZ22C1321**

Dear **Mallipudi Umamaheswararao,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**
Training Date: **21 December 2022** to **30 December 2022**
OJT Start Date: **31 December 2022**
OJT End Date: **29 June 2023**

Stipend: INR **21000** Per Month + INR **10000** as incentives (Subject to statutory deductions)
Target: INR **400000** Per month

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 December 2022**.

SIGNATURE:_____ DATE: _____
(Candidate's Signature)

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).Job Type: Full Time Training
Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
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VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Sai Charan

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

We welcome you in vodafone family and many congratulations to you.

Signature

D.G.M.P.
Vodafone MP
Vodafone India Pvt.Ltd.

www.vodafone.in

Document attached

1. Rin pustika or khasra copy ( )
2. Passport photo 4 Nos. ( )
3. Voter id ( )
4. Aadhar Card ( )
5. Nominee Photo 2Nos. ( )
6. Marksheet Photocopy ( )
7. Niwas pramaan patra ( )
8. Account No……. Block name……

Nominee……

DECLARATION

I hereby declare that all the information given by me are true and best of my knowledge and if any details are wrong it is complete responsibility of mine

Signature **surveyor** **Applicant Signature**

……. **……..** **.. …….**

DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Dhanuresh

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

We welcome you in vodafone family and many congratulations to you.

Signature

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Vodafone MP
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Signature **surveyor** **Applicant Signature**

……. **……..** **.. …….**

DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Dhanush M

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

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Signature

D.G.M.P.
Vodafone MP
Vodafone India Pvt.Ltd.

www.vodafone.in

Document attached

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Nominee……

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Signature **surveyor** **Applicant Signature**

……. **……..** **.. …….**

DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Dharavath Vijay Kumar

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

We welcome you in vodafone family and many congratulations to you.

Signature

D.G.M.P.
Vodafone MP
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Signature **surveyor** **Applicant Signature**

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DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. V Dhiyaneshwaran

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

We welcome you in vodafone family and many congratulations to you.

Signature

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Vodafone MP
Vodafone India Pvt.Ltd.

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Signature **surveyor** **Applicant Signature**

……. **……..** **.. …….**

DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Dilip Kumar Yadav

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

We welcome you in vodafone family and many congratulations to you.

Signature

D.G.M.P.
Vodafone MP
Vodafone India Pvt.Ltd.

Document attached

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Nominee……

DECLARATION

I hereby declare that all the information given by me are true and best of my knowledge and if any details are wrong it is complete responsibility of mine

Signature **surveyor** **Applicant Signature**

……. **……..** **.. …….**

DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Dinesh Kumar

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

We welcome you in vodafone family and many congratulations to you.

Signature

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Vodafone MP
Vodafone India Pvt.Ltd.

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Nominee……

DECLARATION

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Signature **surveyor** **Applicant Signature**

……. **……..** **.. …….**

DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. R S Divakar

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

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Signature

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Nominee……

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Signature **surveyor** **Applicant Signature**

……. **……..** **.. …….**

DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Sudheer Divi

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

We welcome you in vodafone family and many congratulations to you.

Signature

D.G.M.P.
Vodafone MP
Vodafone India Pvt.Ltd.

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Document attached

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Nominee……

DECLARATION

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Signature **surveyor** **Applicant Signature**

……. **……..** **.. …….**

DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. S Diwahar

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

We welcome you in vodafone family and many congratulations to you.

Signature

D.G.M.P.
Vodafone MP
Vodafone India Pvt.Ltd.

www.vodafone.in

Document attached

1. Rin pustika or khasra copy ( )
2. Passport photo 4 Nos. ( )
3. Voter id ( )
4. Aadhar Card ( )
5. Nominee Photo 2Nos. ( )
6. Marksheet Photocopy ( )
7. Niwas pramaan patra ( )
8. Account No……. Block name……

Nominee……

DECLARATION

I hereby declare that all the information given by me are true and best of my knowledge and if any details are wrong it is complete responsibility of mine

Signature **surveyor** **Applicant Signature**

……. **……..** **.. …….**

DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Doda Vishnu Vardan

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

We welcome you in vodafone family and many congratulations to you.

Signature

D.G.M.P.
Vodafone MP
Vodafone India Pvt.Ltd.

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Signature **surveyor** **Applicant Signature**

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DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Surendra Leela Veera Venkata Dodda

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

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Vodafone MP
Vodafone India Pvt.Ltd.

www.vodafone.in

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Signature **surveyor** **Applicant Signature**

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DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Sumanth Dodda

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

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D.G.M.P.
Vodafone MP
Vodafone India Pvt.Ltd.

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DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Dulipudi Venkatesh Sai Prasad

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

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Vodafone MP
Vodafone India Pvt.Ltd.

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DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Dumpala Dinesh

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

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Vodafone India Pvt.Ltd.

www.vodafone.in

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DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Emani Raju

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

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Vodafone MP
Vodafone India Pvt.Ltd.

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Signature **surveyor** **Applicant Signature**

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DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Embadi Rohith Kumar

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

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D.G.M.P.
Vodafone MP
Vodafone India Pvt.Ltd.

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DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Eerella Bhanu

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

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D.G.M.P.
Vodafone MP
Vodafone India Pvt.Ltd.

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Signature **surveyor** **Applicant Signature**

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DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

VODAFONE INDIA P LTD.

OFFER LETTER

Date: 23/01/2023

To,
Mr/Ms. Srimanth Gada

We are proud to say you that your all the documents and attachments are received to us our vigilance officers are in scrutiny of all the documents and when documents are cleared, dates will be mention for the survey on your address.

Your **CTC** would be **5,40,000 (per annum)**. Your base pay during the probation period would be INR (3,16,000 per annum), and based on your year-end performance, you will receive a bonus of up to INR 29,000 (per annum). In addition, you will be eligible for a Performance-based Incentive up to INR 3,01,500 (per annum).

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Signature

D.G.M.P.
Vodafone MP
Vodafone India Pvt.Ltd.

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Signature **surveyor** **Applicant Signature**

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DGMP, Jabalpur (M.P.)

Vodafone India (P)Ltd.

Xindo
Doors & Windows

Date: 13-March-2023

Offer Letter

Dear **Mukesh M,**

Based on your interview performance, we are delighted to make you an offer for the role of **Sr. Production Engineers.**

Compensation and Benefits:

Your CTC would be **3,00,000 (per annum)**. Your base pay during the probation period would be INR **(1,05,000 per annum)**, and based on your year-end performance, you will receive a bonus of up to INR **35,000 (per annum)**. In addition, you will be eligible for a Performance-based Incentive up to INR **1,80,000 (per annum)**.

Your joining date will be **19th April 2023,** You will have six working days per week.

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with the background verification report, the Company reserves the right to withdraw or delay this offer of employment.

At the time of joining, you are requested to submit copies of academic credentials indicated by you, a relieving letter from your previous organization, last 3 month salary slips, a copy of your PAN card, 4 recent passport-size photographs, proof of age and permanent address.

Regards,

Chief Executive - HR

HR Division

Office Address
XINDO WINDOW PVT LTD. No. 115/62, Canal Bank Road, CIT Nagar, Chennai - 600 035
Contact: **044 2436 0461** Email: sales@xindowindow.com

Letter of Offer

Date: 15/03/2023

Mr/Ms. Anne Ravi Teja,

Dear **Anne Ravi Teja,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

- Your salary is fixed at **2.6 LPA per annum**, subject to DA and Conveyance allowances.
- Photocopies of your educational certificates, Pan Card and Aadhar card along with four passport size photos have to be submitted on the joining date (Also, please bring the originals for verification).

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

WABCO INDIA LTD, MAHINDRA WORLD CITY
Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Dora Babu Avula,

Dear **Dora Babu Avula,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Harshitha Gottemukkula,

Dear **Harshitha Gottemukkula,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Jeevanantham G,

Dear **Jeevanantham G,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Livin T,

Dear **Livin T,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

WABCO INDIA LTD, MAHINDRA WORLD CITY
Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
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Letter of Offer

Date: 15/03/2023

Mr/Ms. Miriyala Lokesh,

Dear **Miriyala Lokesh,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
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Letter of Offer

Date: 15/03/2023

Mr/Ms. Pavithra M,

Dear **Pavithra M,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
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Letter of Offer

Date: 15/03/2023

Mr/Ms. Prathick S,

Dear **Prathick S,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

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All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Sujitha Kilari,

Dear **Sujitha Kilari,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

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All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Tenea Meghana,

Dear **Tenea Meghana,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

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For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Veluru Chandu,

Dear **Veluru Chandu,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

- Your salary is fixed at **2.6 LPA per annum**, subject to DA and Conveyance allowances.
- Photocopies of your educational certificates, Pan Card and Aadhar card along with four passport size photos have to be submitted on the joining date (Also, please bring the originals for verification).

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

WABCO INDIA LTD, MAHINDRA WORLD CITY
Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Vignesh,

Dear **Vignesh,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

- Your salary is fixed at **2.6 LPA per annum**, subject to DA and Conveyance allowances.
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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Akash S,

Dear **Akash S,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

- Your salary is fixed at **2.6 LPA per annum**, subject to DA and Conveyance allowances.
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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

WABCO INDIA LTD, MAHINDRA WORLD CITY
Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
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Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Alex Joseph,

Dear **Alex Joseph,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

- Your salary is fixed at **2.6 LPA per annum**, subject to DA and Conveyance allowances.
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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Mageshwaran B,

Dear **Mageshwaran B,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

WABCO INDIA LTD, MAHINDRA WORLD CITY
Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Mula Ganesh Reddy,

Dear **Mula Ganesh Reddy,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

WABCO INDIA LTD, MAHINDRA WORLD CITY
Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Gowtham Rahul Pithani,

Dear **Gowtham Rahul Pithani,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
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Letter of Offer

Date: 15/03/2023

Mr/Ms. Vimal Kumar S,

Dear **Vimal Kumar S,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Kanaka Phani Gudavalli,

Dear **Kanaka Phani Gudavalli,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Adada Durga Krishna Prathap,

Dear **Adada Durga Krishna Prathap,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Adhi Siva Krishna,

Dear **Adhi Siva Krishna,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Agaboina Lenin,

Dear **Agaboina Lenin,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Tarun Raghava Reddy Akkala,

Dear **Tarun Raghava Reddy Akkala,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

WABCO INDIA LTD, MAHINDRA WORLD CITY
Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Akki Vishnuvardhan Reddy,

Dear **Akki Vishnuvardhan Reddy,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

WABCO INDIA LTD, MAHINDRA WORLD CITY
Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Govardhan Reddy Allampati,

Dear **Govardhan Reddy Allampati,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Ambati Venkata Ravindra Reddy,

Dear **Ambati Venkata Ravindra Reddy,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Ankit Kumar Upadhyay,

Dear **Ankit Kumar Upadhyay,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Arava Girivardhan Reddy,

Dear **Arava Girivardhan Reddy,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Dinesh Ariga,

Dear **Dinesh Ariga,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Ashok Teja Aatla,

Dear **Ashok Teja Aatla,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Karthik Avula,

Dear **Karthik Avula,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

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All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Bala Satish,

Dear **Bala Satish,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Balu Bharath Kumar Reddy,

Dear **Balu Bharath Kumar Reddy,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Nagesh Bandalakunta,

Dear **Nagesh Bandalakunta,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

- Your salary is fixed at **2.6 LPA per annum**, subject to DA and Conveyance allowances.
- Photocopies of your educational certificates, Pan Card and Aadhar card along with four passport size photos have to be submitted on the joining date (Also, please bring the originals for verification).

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter to our office, addressing the HR Manager. We are extremely delighted to meet you soon at work.

Appointment letter will be provided after the HR joining formalities and Induction & Orientation programme.

All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

WABCO INDIA LTD, MAHINDRA WORLD CITY
Plot No. AA8, Central Avenue, Auto Ancillary SEZ, Mahindra World City
Nathan Sub-Post, Chengalpet, Kancheepuram Dist – 603002
Tel: (044) - 47442000 / 30901200 Fax: (044) - 47490006

Letter of Offer

Date: 15/03/2023

Mr/Ms. Bandi Surya Vinay Kumar,

Dear **Bandi Surya Vinay Kumar,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

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Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Pavan Kalyan Bavisetti,

Dear **Pavan Kalyan Bavisetti,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

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Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Beesu Pranay,

Dear **Beesu Pranay,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

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Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Bhommakanti Naveen Kumar,

Dear **Bhommakanti Naveen Kumar,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

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Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Bhimireddy Ajay Kumar Reddy,

Dear **Bhimireddy Ajay Kumar Reddy,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

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Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Bijjala Nagendra Babu,

Dear **Bijjala Nagendra Babu,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

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Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Binde Madan Goud,

Dear **Binde Madan Goud,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

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Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Veera Bhadra Balaji Boddeti,

Dear **Veera Bhadra Balaji Boddeti,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

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Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Boddu Pavani,

Dear **Boddu Pavani,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

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Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Bolagani Ramu Ram,

Dear **Bolagani Ramu Ram,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Bolleddupati Satya Vinayak,

Dear **Bolleddupati Satya Vinayak,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

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Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Sai Krishna Bomma,

Dear **Sai Krishna Bomma,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

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Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Mallikarjuna Rao Botlagunta,

Dear **Mallikarjuna Rao Botlagunta,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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All the very best,

Sincerely,

For WABCO INDIA Limited,

Manager Human Resource

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Letter of Offer

Date: 15/03/2023

Mr/Ms. Boya Suheeth,

Dear **Boya Suheeth,**

With reference to your application for the opening of **Project Analyst** in our organization, we wish to inform you that you are selected for this position and you are requested to report to work at 9 a.m on Monday, March 25, 2023. On complying with our company's polies and regulations, please find that –

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