



Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Divya Sri,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

(Divya Sri)

**Human Resources**



Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear R. Bhavika,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

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Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

(Bhavika)

**Human Resources**



Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Soundarya,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

**(Soundarya)**

**Human Resources**

## Offer Letter

Name: Vankudoth Deepika

Date: Wednesday, March 25, 2020

Dear Deepika,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("**Company**"), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Saturday, August 11, 2020**. Your work location would be **Warangal / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

## **5. Department, Designation & Reporting Manager:**

Department : Business Development (51000000)  
Designation : Business Development Trainee - Sales  
Reporting Manager : Aakash Kapoor (TNL21818299)  
Role Location : Warangal / Bangalore  
BDT Training Location : Byjus - Bangalore

The two months training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

**6. Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your 2 months training period.

**7. Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

**8. Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

**9. Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

**10. Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

**11. Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

**12. Termination:** Subject to Clause 2, your services may be terminated in the following manner:

- a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
- b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door

and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

**13. Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**14. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

**15. Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

**16. General Provisions:**



- a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j. All disputes arising herein shall be governed by the laws of India and the jurisdiction



to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. 3 Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

**Think & Learn Pvt. Ltd.**

**Human Resource**

**Accept Job Offer by signing below**

**Signature:**

This is system generated offer letter and does not require authorized signature.

Date: 12-Jan-2021

**Personal & Confidential**

Krishna veni B (C602844)

**Offer of employment**

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Dear Krishna Veni B,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehit ram Pappu from the Campus Connect Team at [Snehitram.Pappu@cyient.com](mailto:Snehitram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218

A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**



**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Sundilla Mounika

Dear Mounika,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Sundilla Mounika

Dear Mounika,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at HYDERABAD - GACHIBOWLI\_RO.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 21-Jun-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G-1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India.

**Reference No. - 1384229155**

Sundilla Mounika

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1384229155**

Sundilla Mounika

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

: 4:

**Reference No. - 1384229155**

Sundilla Mounika

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

RAJNISH SINHA

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
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Vadodara 390 007, India.

**Reference No. - 1384229155**

Sundilla Mounika

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 85,008/- (Rupees Eighty Five Thousand Eight only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.



**Reference No. - 1384229155**

Sundilla Mounika

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

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### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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Vadodara 390 007, India.

**Remuneration Details**

Name : Sundilla Mounika

Position: **S1**

Group: OPERATIONS GROUP

|   | <b>S1</b>      |                 |
|---|----------------|-----------------|
|   | <b>Monthly</b> | <b>Annual</b>   |
| Basic   | 8,000          | 96,000          |
| HRA   | 4,000          | 48,000          |
| Supplementary Allowance *   | 7,084          | 85,008          |
| Superannuation Allowance  | 1,200          | 14,400          |
|   |                |                 |
| <b>Total</b>  | <b>20,284</b>  | <b>2,43,408</b> |
|   |                |                 |
| <b>Retirals</b>   |                |                 |
| Retirals (PF, Gratuity) ***   | 2,466          | 29,592          |
|   |                |                 |
| <b>Total Fixed</b>  | <b>22,750</b>  | <b>2,73,000</b> |
| Performance Linked Retention Pay #  | 2,167          | 26,004          |
|   |                |                 |
| <b>Total CTC</b>  | <b>24,917</b>  | <b>2,99,004</b> |
| * Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance<br>*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.<br># Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable. |                |                 |

**Date:** 08-Jun-2021

**ICICI Bank Limited**  
ICICI Bank Towers  
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Old Padra Road,  
Vadodara 390 007, India.

Date: 12-Jan-2021

**Personal & Confidential**

Rama Laxmi S (C602844)

**Offer of employment**

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Dear Rama Laxmi S ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218

A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**



**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formals on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

Date: 12-Jan-2021

Personal & Confidential

Sravani M (C602844)

**Offer of employment**

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Dear Sravani M ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at Snehithram.Pappu@cyient.com.

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

Annexures:

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218

A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**



**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**



# EELLC BPO SERVICES PRIVATE LIMITED

(efficiently - name change pending)

efficiently

## Sub: Offer of Employment

Dear Sukarchana Eunice,

This is with reference to your application and the subsequent interviews in the above context. The Management is pleased to offer you the position of Construction Trainee for Earth Elements BPO Services Pvt Ltd India, Kondapur, Hyderabad. Your Cost to Company (CTC) will be Rs 2,50,008/- as mutually agreed. You are requested to join your duties on or before **13-09-2021**. At the time of joining the Company, kindly submit the following, to the HR Department:

- A Copy of your resignation letter submitted to your current employer.
- A copy of the relieving letter, from the current employer
- Copies of certificates in support of your educational qualifications (school leaving certificate onward)
- Proof of residence
- A salary certificate or a salary slip, in support of your last salary drawn.
- A copy of PAN card
- Form 16 from the current employer (If applicable/ incase joining is in the middle of the Financial Year)

### Internet Requirements:

1. Minimum speed of 75 Mbps is required for employment.
2. If Internet speed must be increased then, this must be done before joining or within the first 2 weeks of the start date.
3. If internet speed is not increased within 2 weeks of starting then, a final written warning will be given & must be completed in another 2 weeks.
4. If still not done, you will be dismissed from the company.

### System Configuration:

1. The incumbent should have his/her own laptop.
2. If any upgrade is required to his/her laptop to perform everyday duties, the incumbent should get it upgraded at their own expenses.
3. The Incumbent should have all the IT Assets ready and operational before the date of joining.

**Probation:** You will be on probation for a period of Three (3) months with a 2-week notice period or in lieu of 2 weeks salary; both from employee and employer. Based on your performance, you will be confirmed, or your probation may be extended if deemed necessary.

Confirmation may or may not result in an increase in salary and you would be covered under the yearly increment cycle as applicable to all employees. Upon confirmation, a 1-month notice period or in lieu of 1 month's salary if applicable in cable of a separation of employment from both employee and the company.

**details in EELLC are Private & Confidential. You are requested not to share discuss the contents/details of your compensation with anyone within or outside the organization.**

Annexure[A]

|   |
|---|
| Name: Sukarchana Eunice   |
| Designation: Construction Trainee   |
| Effective from: 13- 09-2021   |
| Work Location: Remote   |
| Shift time: 06:00 PM to 03:00 AM (The shift timings for the first 2 weeks will be from 3:00 PM 12:00 AM. From 3rd week, the shift timings are 6:00 PM to 3:00 AM as discussed). |

| Employee Name                                 | Sukarchana Eunice    |               |
|---|----------------------|---------------|
| Designation                                   | Construction Trainee |               |
| Pay Components                                | Per Month            | Per Annum     |
| 1. Fixed Monthly Components                   |                      |               |
| Basic Salary                                  | 9231                 | 110772        |
| House Rent Allowance                          | 3692                 | 44304         |
| LTA Reimbursement                             | 0                    | 0             |
| Conveyance Allowance                          | 0                    | 0             |
| Medical Allowance                             | 0                    | 0             |
| Special Allowance                             | 5539                 | 66468         |
| Total A: Fixed Gross Salary (Total of 1)      | <b>18462</b>         | <b>221544</b> |
| 2. Statutory Benefits                         |                      |               |
| Employer's Provident Fund                     | 1772                 | 21264         |
| Employer's ESI                                | 600                  | 7200          |
| Total B: Statutory Benefits (Total of 2)      | <b>2372</b>          | <b>28464</b>  |
| Cost to Company (Total of A+B)                | <b>20834</b>         | <b>250008</b> |
| 3. Other Emoluments                           |                      |               |
| Performance Linked Incentive                  | 0                    | 0             |
| <b>Total C: Other Emoluments (Total of 3)</b> | <b>0</b>             | <b>0</b>      |
| Total Cost to Company (CTC+ Total C)          | <b>20834</b>         | <b>250008</b> |
| 4 Deductions                                  |                      |               |
| Employee PF                                   | 1772                 | 21264         |
| Employee ESI                                  | 138                  | 1656          |
| PT  | 150                  | 1800          |
| Net Salary                                    | <b>16402</b>         | <b>196824</b> |

**Other Benefits:**

- a. Medclaim Coverage upto INR 4,00,000/Annum (Self and Family") and
- b. Accidental Coverage (for self)-

*details in EELLCC are Private & Confidential. You are requested not to share / discuss the contents/details of your compensation with anyone within or outside the organization.*

*Family includes — Spouse, children, not the Parents*

*"Applicable as per ESI Act 1948*

*"Flexible Components are as per Company Policy.*

**Night Shift Allowance** - 10% of CTC will be *paid* (will be prorated on number of days of work) for Shifts like 6PM-3AM or 7PM-4AM. The night shift needs to be pre - approved by the respective managers.

**Note:** The above compensation is subject to statutory deductions *on* a monthly *basis* such as Professional Tax, Provident Fund, Gratuity, Income Tax Deduction, Employee State Insurance etc., as may be applicable from time to time in *compliance* with relevant laws in the country.

Kindly sign a copy of this letter in acceptance of our *offer*. The offer stands valid till **9<sup>th</sup> September 2021** only. Kindly note that this offer for employment is subject to a *satisfactory* verification of documents, at the time *of joining*.

We welcome you to the EELLC BPO services Pvt Ltd family and wish you a long and successful association with us.

Yours *sincerely*,



CEO  
EELLC BPO services Pvt Ltd



Read & Accepted By

Regd. Address: Mohan Elite, D. No.1-55-199, Survey No. 199P B G Road, Kondapur,  
Hyderabad, Telangana, 500084

Date: 12-Jan-2021

**Personal & Confidential**

Sukarchana (C602844)

**Offer of employment**

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Dear Sukarchana ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218



A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Malothu Sushmitha

Dear Sushmitha,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Malothu Sushmitha

Dear Sushmitha,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at HYDERABAD - GACHIBOWLI\_RO.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 21-Jun-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G-1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384229155**

Malothu Sushmitha

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.



**Reference No. - 1384229155**

Malothu Sushmitha

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

: 4:

**Reference No. - 1384229155**

Rasthapuram Ramya Malothu Sushmitha

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

RAJNISH SINHA

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G/1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384229155**

Malothu Sushmitha

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 85,008/- (Rupees Eighty Five Thousand Eight only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

**Reference No. - 1384229155**

Malothu Sushmitha

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G-1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G-1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Remuneration Details**

Name : Malothu Sushmitha

Position: **S1**

Group: OPERATIONS GROUP

|   | <b>S1</b>      |                 |
|---|----------------|-----------------|
|   | <b>Monthly</b> | <b>Annual</b>   |
| Basic   | 8,000          | 96,000          |
| HRA   | 4,000          | 48,000          |
| Supplementary Allowance *   | 7,084          | 85,008          |
| Superannuation Allowance  | 1,200          | 14,400          |
| <b>Total</b>  | <b>20,284</b>  | <b>2,43,408</b> |
| <b>Retirals</b>   |                |                 |
| Retirals (PF, Gratuity) ***   | 2,466          | 29,592          |
| <b>Total Fixed</b>  | <b>22,750</b>  | <b>2,73,000</b> |
| Performance Linked Retention Pay #  | 2,167          | 26,004          |
| <b>Total CTC</b>  | <b>24,917</b>  | <b>2,99,004</b> |
| * Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance                                    |                |                 |
| *** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy. |                |                 |
| # Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.            |                |                 |

**Date:** 08-Jun-2021

## OFFER LETTER



Date: 12/12/2020.

Dear Swathi Devi,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.



## OFFER LETTER



Date: 12/12/2020

Dear Swathi,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.



Date: April 28, 2021

Emp Temp Code: 4011341932

Lunavath Madhuri

**Letter of Appointment**

Dear Madhuri,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Analyst**. You are required to report for duties on **May 03, 2021 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Hyderabad**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Global Services Private Limited.

Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Haryana, India.

Tel: +91-124-6783050 | Fax: +91-124-6783099

Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformancedibs.com

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust /discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules , regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed /modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 04, 1998**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical /fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

**If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.**

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,

**For Teleperformance Global Service Private Limited,**



**Preeti Amit Shirke**

**Senior Vice President - Talent Acquisition**

I, **Lunavath Madhuri**, do hereby accept the terms and conditions in this

|                    |                         |
|--------------------|-------------------------|
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Lunavath Madhuri        |


**Enclosures:**

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home]** (**Annexure IV**)

**NOTE:** For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

**Emp Temp Code :** 4011341932

**Annexure I**  
**Compensation Details**

|   |                                |
|---|--------------------------------|
| <b>Employee Name:</b>   | Lunavath Madhuri               |
| <b>Designation:</b>   | Analyst                        |
| <b>Grade:</b>   | Grade I                        |
| <b>Date Of Joining:</b>   | May 02, 2021                   |
| <b>City:</b>  | Hyderabad                      |
| <b>Pay Components</b>   | <b>Amount in Indian (INR)</b>  |
| Basic Pay   | 8,128.00                       |
| Housing Rent Allowance (HRA)  | ₹ 4,877.00                     |
| Transport Allowance   | 0.00                           |
| Flexible Benefit Plan   | 0.00                           |
| Statutory Bonus#  | 677.00                         |
| <b>Gross Fixed Salary (1)</b>   | <b>13,682.00</b>               |
| Provident Fund (Employee) (2)   | 975.00                         |
| ESIC (Employee) (3)   | 103.00                         |
| <b>Net Take Home [1-(2+3)]</b>  | <b>12,604.00</b>               |
| Provident Fund (Employer) (4)   | 975.00                         |
| ESIC (Employer) (5)   | 445.00                         |
| Gratuity* (6)   | 391.00                         |
| <b>Total Fixed Cost (1+4+5+6)</b>   | <b>15,493.00</b>               |
| <b>Annual Fixed CTC</b>   | <b>185,916.00</b>              |
| <b>Annual Performance Pay**</b>   | <b>0 % of Annual Fixed CTC</b> |
| <b>Annual Performance Linked Incentive (PLI)</b>  | <b>0.00</b>                    |
| For Teleperformance Global Service Private Limited,<br><br><b>Preeti Amit Shirke</b><br><b>Senior Vice President - Talent Acquisition</b>  |                                |
| <p>*<b>Gratuity</b> shall be payable as per "<b>The Payment of Gratuity Act</b>".</p> <p>**<b>Performance Pay</b> will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "<b>Performance Pay policy/ note</b>".</p> <p>#<b>Statutory Bonus</b> is paid monthly as per "<b>The Payment of Bonus Act</b>".</p> |                                |

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "**Minimum Attendance Threshold/Performance**" as qualifying criteria for such payout.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Lunavath Madhuri</b>        |

**ANNEXURE II**  
**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Jadige Mounika** working as **Analyst**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
  - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
  - (ii) Any such breach would cause injury to the Company, and
  - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
  - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
  - ii. canvass solicit or endeavour to entice away from the Company any client or customer (s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
  - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
  - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
  - (a) any person who is so employed / associated becomes a relative, and/or
  - (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and /or criminal prosecution under applicable laws.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Lunavath Madhuri        |



### Annexure III

#### Personal Data - Declaration

##### **Article I.**

I **Lunavath Madhuri** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of “**Change to Circumstances**”, within **48 hours** of me becoming aware of such “**Change to Circumstances**” which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Temp Emp Code      | 4011341932              |
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Lunavath Madhuri        |

**ANNEXURE IV**  
**DECLARATION AND UNDERTAKING - Work From Home**

I, **Lunavath Madhuri**, do hereby confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance policies, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt -out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [**HR.TPCCIndia@teleperformancedibs.com**].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work



hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business -related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive -off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera . These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems ); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely , Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives ), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session .

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software /file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Temp Emp Code</b>      | <b>4011341932</b>              |
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Lunavath Madhuri</b>        |



OFFER LETTER

Welcome to *Southernlands*,

I am pleased to offer you employment in the position of *software engineer* with *Southernlands*

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.



OFFER LETTER

Welcome to *Southernlands*,

I am pleased to offer you employment in the position of *software engineer* with *Southernlands*

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.



Infosys Limited  
Special Economic Zone, Unit - Unit1  
Survey No. 50(pt) Pocharam Village  
Singapore Township Post Office  
Ghatkesar Mandal, Rangareddy (Dist)  
Hyderabad 500 088, India  
www.infosys.com

Date: 11/12/2020

Dear Shobha,

**Subject: Offer of Employment**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a Role of '**Software Engineer**' with Infosys (the "Company") Your Role Designation will be **Junior Associate Consultant**.

Your location of reporting is **Hyderabad(SEZ), India** and the scheduled date of your joining the Company is **July 30 2021**

Your **Total Gross Salary** inclusive of Performance-linked Incentives will be Rs.**26,275** per month. This has been detailed in the Compensation Details sheet. For the purpose of clarification, your compensation details and related figures is dependent on your job band and personal band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

**01. Date of Commencement of Employment:**

Your employment with the Company shall commence on **July 30 , 2021**.

**02. Location:**

Your current location of employment shall be **Hyderabad(SEZ), India**. However, please note that the Company reserves the right to transfer its employees to any unit(s) / department(s) or office(s) of the Company or of its Affiliates and/or the office of the Company's customer ("Work Location"), other than the one an employee was initially hired to work for.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.





## Letter Confirmation of Job Offer

**Date:**

**Name of Applicant: M. SRAVANI**

**Dear M Sravani**

We are pleased to offer you the position of sales executive at **Rubitech Global Solutions Pvt Ltd.**

Your job will commence on (completing graduation) and your starting salary will be 1.8Lpa To 2.4Lpa

We high ring for one of Vender **HDFC Company.**

Please report to HR Jahnavi on (11 May 2020) prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of **Rubitech Global Solutions Pvt Ltd** to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **Rubitech Global Solutions Pvt Ltd.**

If you have any questions of comments, please call me immediately.

Very truly yours,

HR Professional

**Ms. Jahnavi**





## Letter Confirmation of Job Offer

**Date:**

**Name of Applicant: C.SWETHA**

**Dear C Swetha**

We are pleased to offer you the position of sales executive at **Rubitech Global Solutions Pvt Ltd.**

Your job will commence on (completing graduation) and your starting salary will be 1.8Lpa To 2.4Lpa

We high ring for one of Vender **HDFC Company.**

Please report to HR Jahnavi on (11 May 2020) prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of **Rubitech Global Solutions Pvt Ltd** to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **Rubitech Global Solutions Pvt Ltd.**

If you have any questions of comments, please call me immediately.

Very truly yours,

HR Professional

**Ms. Jahnavi**







Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Divya Sri,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

(Divya Sri)

**Human Resources**



Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear R. Bhavika,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

(Bhavika)

**Human Resources**



Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Soundarya,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

**(Soundarya)**

**Human Resources**

Date: 12-Jan-2021

**Personal & Confidential**

Krishna veni B (C602844)

**Offer of employment**

---

Dear Krishna Veni B,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehit ram Pappu from the Campus Connect Team at [Snehitram.Pappu@cyient.com](mailto:Snehitram.Pappu@cyient.com).

For Cyient Ltd.



---

**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218

A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**



**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

Date: 12-Jan-2021

**Personal & Confidential**

Rama Laxmi S (C602844)

**Offer of employment**

Dear Rama Laxmi S ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



Soumya Pola

Senior Manager - HR

Internal Reference: JR-028218

A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

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Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**



**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

Date: 12-Jan-2021

**Personal & Confidential**

Sravani M (C602844)

**Offer of employment**

Dear Sravani M ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
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| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

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**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218

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  - 12th Standard Mark Sheet
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  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
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  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

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It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

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**Employee's Signature**

**10. Leave**

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**18. Termination of contract**

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**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

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**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

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**Employee's Signature**

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The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

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Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**



Date: 12-Jan-2021

**Personal & Confidential**

Sukarchana (C602844)

**Offer of employment**

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Dear Sukarchana ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

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- 1) Compensation Structure Details (if applicable)
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- 3) Terms and conditions

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**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218

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- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

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It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

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Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

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You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

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Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

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You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

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**Employee's Signature**

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You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formals on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

Date: 12-Jan-2021

**Personal & Confidential**

Krishna veni B (C602844)

**Offer of employment**

Dear Krishna Veni B,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehit ram Pappu from the Campus Connect Team at [Snehitram.Pappu@cyient.com](mailto:Snehitram.Pappu@cyient.com).

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218



**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218

A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

Terms and conditions**1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

Employee's Signature

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

Date: 12-Jan-2021

**Personal & Confidential**

Rama Laxmi S (C602844)

**Offer of employment**

Dear Rama Laxmi S ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218



A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formals on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

Date: 12-Jan-2021

**Personal & Confidential**

Sravani M (C602844)

**Offer of employment**

Dear Sravani M ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218

A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218



Terms and conditions**1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

Employee's Signature

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

Date: 12-Jan-2021

**Personal & Confidential**

Sukarchana (C602844)

**Offer of employment**

---

Dear Sukarchana ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
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| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218

A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**



**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

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Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

## OFFER LETTER



Date: 12/12/2020.

Dear Swathi Devi,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.

## OFFER LETTER



Date: 12/12/2020

Dear Swathi,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.

Date: April 28, 2021

Emp Temp Code: 4011341932

Lunavath Madhuri

**Letter of Appointment**

Dear Madhuri,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Analyst**. You are required to report for duties on **May 03, 2021 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Hyderabad**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Global Services Private Limited.

Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Haryana, India.

Tel: +91-124-6783050 | Fax: +91-124-6783099

Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformancedibs.com

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed /modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 04, 1998**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical /fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

**If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.**

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,

**For Teleperformance Global Service Private Limited,**



**Preeti Amit Shirke**

**Senior Vice President - Talent Acquisition**

I, **Lunavath Madhuri**, do hereby accept the terms and conditions in this

|                    |                         |
|--------------------|-------------------------|
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Lunavath Madhuri        |

**Enclosures:**


1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home]** (**Annexure IV**)

**NOTE:** For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.



**Emp Temp Code : 4011341932**

**Annexure I**  
**Compensation Details**

|   |                                |
|---|--------------------------------|
| <b>Employee Name:</b>   | Lunavath Madhuri               |
| <b>Designation:</b>   | Analyst                        |
| <b>Grade:</b>   | Grade I                        |
| <b>Date Of Joining:</b>   | May 02, 2021                   |
| <b>City:</b>  | Hyderabad                      |
| <b>Pay Components</b>   | <b>Amount in Indian (INR)</b>  |
| Basic Pay   | 8,128.00                       |
| Housing Rent Allowance (HRA)  | ₹ 4,877.00                     |
| Transport Allowance   | 0.00                           |
| Flexible Benefit Plan   | 0.00                           |
| Statutory Bonus#  | 677.00                         |
| <b>Gross Fixed Salary (1)</b>   | <b>13,682.00</b>               |
| Provident Fund (Employee) (2)   | 975.00                         |
| ESIC (Employee) (3)   | 103.00                         |
| <b>Net Take Home [1-(2+3)]</b>  | <b>12,604.00</b>               |
| Provident Fund (Employer) (4)   | 975.00                         |
| ESIC (Employer) (5)   | 445.00                         |
| Gratuity* (6)   | 391.00                         |
| <b>Total Fixed Cost (1+4+5+6)</b>   | <b>15,493.00</b>               |
| <b>Annual Fixed CTC</b>   | <b>185,916.00</b>              |
| <b>Annual Performance Pay**</b>   | <b>0 % of Annual Fixed CTC</b> |
| <b>Annual Performance Linked Incentive (PLI)</b>  | <b>0.00</b>                    |
| For Teleperformance Global Service Private Limited,<br><br><b>Preeti Amit Shirke</b><br><b>Senior Vice President - Talent Acquisition</b>  |                                |
| <p>*Gratuity shall be payable as per "The Payment of Gratuity Act".</p> <p>**Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note."</p> <p>#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p> |                                |

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Lunavath Madhuri</b>        |

**ANNEXURE II**  
**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Jadige Mounika** working as **Analyst**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
  - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
  - (ii) Any such breach would cause injury to the Company, and
  - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
  - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
  - ii. canvass solicit or endeavour to entice away from the Company any client or customer (s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
  - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
  - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
  - (a) any person who is so employed / associated becomes a relative, and/or
  - (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and /or criminal prosecution under applicable laws.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Lunavath Madhuri        |

### Annexure III

#### Personal Data - Declaration

##### **Article I.**

I **Lunavath Madhuri** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of “**Change to Circumstances**”, within **48 hours** of me becoming aware of such “**Change to Circumstances**” which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Temp Emp Code      | 4011341932              |
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Lunavath Madhuri        |

**ANNEXURE IV**  
**DECLARATION AND UNDERTAKING - Work From Home**

I, **Lunavath Madhuri**, do hereby confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance policies, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt -out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [**HR.TPCCIndia@teleperformancedibs.com**].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business -related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive -off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera . These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems ); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely , Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives ), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session .

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software /file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Temp Emp Code</b>      | <b>4011341932</b>              |
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Lunavath Madhuri</b>        |



## OFFER LETTER

Welcome to *Southernlands*,

I am pleased to offer you employment in the position of *software engineer* with *Southernlands*

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.





PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Sundilla Mounika

Dear Mounika,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Sundilla Mounika

Dear Mounika,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at HYDERABAD - GACHIBOWLI\_RO.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 21-Jun-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G-1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384229155**

Sundilla Mounika

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1384229155**

Sundilla Mounika

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

: 4:

**Reference No. - 1384229155**

Sundilla Mounika

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

RAJNISH SINHA

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384229155**

Sundilla Mounika

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 85,008/- (Rupees Eighty Five Thousand Eight only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

**Reference No. - 1384229155**

Sundilla Mounika

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G-1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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Vadodara 390 007, India.

**Remuneration Details**

Name : Sundilla Mounika

Position: **S1**

Group: OPERATIONS GROUP

|   | <b>S1</b>      |                 |
|---|----------------|-----------------|
|   | <b>Monthly</b> | <b>Annual</b>   |
| Basic   | 8,000          | 96,000          |
| HRA   | 4,000          | 48,000          |
| Supplementary Allowance *   | 7,084          | 85,008          |
| Superannuation Allowance  | 1,200          | 14,400          |
|   |                |                 |
| <b>Total</b>  | <b>20,284</b>  | <b>2,43,408</b> |
|   |                |                 |
| <b>Retirals</b>   |                |                 |
| Retirals (PF, Gratuity) ***   | 2,466          | 29,592          |
|   |                |                 |
| <b>Total Fixed</b>  | <b>22,750</b>  | <b>2,73,000</b> |
| Performance Linked Retention Pay #  | 2,167          | 26,004          |
|   |                |                 |
| <b>Total CTC</b>  | <b>24,917</b>  | <b>2,99,004</b> |
| * Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance<br>*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.<br># Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable. |                |                 |

**Date:** 08-Jun-2021

**ICICI Bank Limited**  
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OFFER LETTER

Welcome to *Southernlands*,

I am pleased to offer you employment in the position of *software engineer* with *Southernlands*

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.



Infosys Limited  
Special Economic Zone, Unit - Unit1  
Survey No. 50(pt) Pocharam Village  
Singapore Township Post Office  
Ghatkesar Mandal, Rangareddy (Dist)  
Hyderabad 500 088, India  
www.infosys.com

Date: 11/12/2020

Dear Shobha,

**Subject: Offer of Employment**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a Role of '**Software Engineer**' with Infosys (the "Company") Your Role Designation will be **Junior Associate Consultant**.

Your location of reporting is **Hyderabad(SEZ), India** and the scheduled date of your joining the Company is **July 30 2021**

Your **Total Gross Salary** inclusive of Performance-linked Incentives will be Rs.**26,275** per month. This has been detailed in the Compensation Details sheet. For the purpose of clarification, your compensation details and related figures is dependent on your job band and personal band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

**01. Date of Commencement of Employment:**

Your employment with the Company shall commence on **July 30 , 2021**.

**02. Location:**

Your current location of employment shall be **Hyderabad(SEZ), India**. However, please note that the Company reserves the right to transfer its employees to any unit(s) / department(s) or office(s) of the Company or of its Affiliates and/or the office of the Company's customer ("Work Location"), other than the one an employee was initially hired to work for.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.





## Letter Confirmation of Job Offer

**Date:**

**Name of Applicant: M. SRAVANI**

**Dear M Sravani**

We are pleased to offer you the position of sales executive at **Rubitech Global Solutions Pvt Ltd.**

Your job will commence on (completing graduation) and your starting salary will be 1.8Lpa To 2.4Lpa

We high ring for one of Vender **HDFC Company.**

Please report to HR Jahnavi on (11 May 2020) prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of **Rubitech Global Solutions Pvt Ltd** to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **Rubitech Global Solutions Pvt Ltd.**

If you have any questions of comments, please call me immediately.

Very truly yours,

HR Professional

**Ms. Jahnavi**





PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Malothu Sushmitha

Dear Sushmitha,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Malothu Sushmitha

Dear Sushmitha,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at HYDERABAD - GACHIBOWLI\_RO.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 21-Jun-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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**Reference No. - 1384229155**

Malothu Sushmitha

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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**Reference No. - 1384229155**

Malothu Sushmitha

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.



: 4:

**Reference No. - 1384229155**

Rasthapuram Ramya Malothu Sushmitha

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

RAJNISH SINHA

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

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**Reference No. - 1384229155**

Malothu Sushmitha

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 85,008/- (Rupees Eighty Five Thousand Eight only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

**Reference No. - 1384229155**

Malothu Sushmitha

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

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### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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**Remuneration Details**

Name : Malothu Sushmitha

Position: **S1**

Group: OPERATIONS GROUP

|   | <b>S1</b>      |                 |
|---|----------------|-----------------|
|   | <b>Monthly</b> | <b>Annual</b>   |
| Basic   | 8,000          | 96,000          |
| HRA   | 4,000          | 48,000          |
| Supplementary Allowance *   | 7,084          | 85,008          |
| Superannuation Allowance  | 1,200          | 14,400          |
| <b>Total</b>  | <b>20,284</b>  | <b>2,43,408</b> |
| <b>Retirals</b>   |                |                 |
| Retirals (PF, Gratuity) ***   | 2,466          | 29,592          |
| <b>Total Fixed</b>  | <b>22,750</b>  | <b>2,73,000</b> |
| Performance Linked Retention Pay #  | 2,167          | 26,004          |
| <b>Total CTC</b>  | <b>24,917</b>  | <b>2,99,004</b> |
| * Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance                                    |                |                 |
| *** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy. |                |                 |
| # Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.            |                |                 |

**Date:** 08-Jun-2021

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## Letter Confirmation of Job Offer

**Date:**

**Name of Applicant: C.SWETHA**

**Dear C Swetha**

We are pleased to offer you the position of sales executive at **Rubitech Global Solutions Pvt Ltd.**

Your job will commence on (completing graduation) and your starting salary will be 1.8Lpa To 2.4Lpa

We high ring for one of Vender **HDFC Company.**

Please report to HR Jahnavi on (11 May 2020) prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of **Rubitech Global Solutions Pvt Ltd** to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **Rubitech Global Solutions Pvt Ltd.**

If you have any questions of comments, please call me immediately.

Very truly yours,

HR Professional

**Ms. Jahnavi**





Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Jyothi,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

**(Jyothi)**

**Human Resources**





Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Soumya,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

**(Soumya)**

**Human Resources**



Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Tejaswini,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

(Tejaswini)

**Human Resources**

## OFFER LETTER



Date: 12/12/2020

Dear Aishwarya,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.

Date: 12-Jan-2021

**Personal & Confidential**

Anjali T (C602844)

**Offer of employment**

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Dear Anjali T ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218

A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formals on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**



**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

## OFFER LETTER



Date: 12/12/2020

Dear Apoorva,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.

## OFFER LETTER



Date: 12/12/2020

Dear Jyothsna,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.

07-Jan-2020

Dear Nikitha Devisingh,  
B.Tech/B.E., Computer Science and Engineering



Candidate ID - 15763849

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

## Annexure A

Name: Nikitha Devisingh Designation: Programmer Analyst Trainee

| Sl. No. | Description  | Monthly | Yearly  |
|---------|--|---------|---------|
| 1       | Basic  | 10325   | 123,900 |
| 2       | HRA*   | 6195    | 74,340  |
| 3       | Conveyance Allowance*  | 800     | 9,600   |
| 4       | Medical Allowance*   | 1250    | 15,000  |
| 5       | Company's contribution of PF #   | 1800    | 21,600  |
| 6       | Advance Statutory Bonus***   | 2000    | 24,000  |
| 7       | Special Allowance*   | 7129    | 85,548  |
|         | Annual Gross Compensation  |         | 353,988 |
|         | Incentive Indication (per annum)**   |         | 22,500  |
|         | Annual Total Compensation  |         | 376,488 |
|         | Company's contribution towards benefits (Medical, Accident and Life Insurance) |         | 19,500  |
|         | Gratuity   |         | 6,003   |
|         | Annual Total Remuneration  |         | 401,991 |

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

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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

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

Login to <https://lonecognizant.cognizant.com>->Total Rewards App for more details

## Offer Letter

Name: M. Ramya

Date: Wednesday, March 25, 2020

Dear Ramya,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("**Company**"), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Saturday, August 11, 2020**. Your work location would be **Warangal / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be



done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

## **5. Department, Designation & Reporting Manager:**

Department : Business Development (51000000)  
Designation : Business Development Trainee - Sales  
Reporting Manager : Aakash Kapoor (TNL21818299)  
Role Location : Warangal / Bangalore  
BDT Training Location : Byjus - Bangalore

The two months training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

**6. Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your 2 months training period.

**7. Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

**8. Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

**9. Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

**10. Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

**11. Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

**12. Termination:** Subject to Clause 2, your services may be terminated in the following manner:

- a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
- b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door

and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

**13. Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**14. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

**15. Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

**16. General Provisions:**

- a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j. All disputes arising herein shall be governed by the laws of India and the jurisdiction

to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. 3 Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

**Think & Learn Pvt. Ltd.**

**Accept Job Offer by signing below**

**Human Resource**

**Signature:**

This is system generated offer letter and does not require authorized signature.

Date: 12-Jan-2021

**Personal & Confidential**

Ramya B (C602844)

**Offer of employment**

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Dear Ramya B ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218



A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218



**Terms and conditions****1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

Date: 12-Jan-2021

**Personal & Confidential**

Shikara N (C602844)

**Offer of employment**

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Dear Shikara N ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



Soumya Pola

Senior Manager - HR

Internal Reference: JR-028218

A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

Terms and conditions**1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

Employee's Signature



**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

07-Jan-2020

Dear Sravani A,  
B.Tech/B.E., Computer Science and Engineering



Candidate ID - 15763849

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

## Annexure A

Name: Sravani A Designation: Programmer Analyst Trainee

| Sl. No. | Description  | Monthly | Yearly  |
|---------|--|---------|---------|
| 1       | Basic  | 10325   | 123,900 |
| 2       | HRA*   | 6195    | 74,340  |
| 3       | Conveyance Allowance*  | 800     | 9,600   |
| 4       | Medical Allowance*   | 1250    | 15,000  |
| 5       | Company's contribution of PF #   | 1800    | 21,600  |
| 6       | Advance Statutory Bonus***   | 2000    | 24,000  |
| 7       | Special Allowance*   | 7129    | 85,548  |
|         | Annual Gross Compensation  |         | 353,988 |
|         | Incentive Indication (per annum)**   |         | 22,500  |
|         | Annual Total Compensation  |         | 376,488 |
|         | Company's contribution towards benefits (Medical, Accident and Life Insurance) |         | 19,500  |
|         | Gratuity   |         | 6,003   |
|         | Annual Total Remuneration  |         | 401,991 |

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

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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

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

Login to <https://lonecognizant.cognizant.com>->Total Rewards App for more details

Date: 12-Jan-2021

**Personal & Confidential**

Sri Ramya (C602844)

**Offer of employment**

---

Dear Sri Ramya ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



---

**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218



A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

Terms and conditions**1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

Employee's Signature

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

Date: April 28, 2021

Emp Temp Code: 4011341932

Nikhila Reddy

**Letter of Appointment**

Dear Nikhila Reddy,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Analyst**. You are required to report for duties on **May 03, 2021 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Hyderabad**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Global Services Private Limited.

Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Haryana, India.

Tel: +91-124-6783050 | Fax: +91-124-6783099

Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformancedibs.com

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust /discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules , regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed /modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 04, 1998**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical /fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

**If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.**

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,

**For Teleperformance Global Service Private Limited,**



**Preeti Amit Shirke**

**Senior Vice President - Talent Acquisition**

I, **Jadige Mounika**, do hereby accept the terms and conditions in this

|                    |                         |
|--------------------|-------------------------|
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Nikhila Reddy           |

**Enclosures:**


1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home]** (**Annexure IV**)

**NOTE:** For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.



**Emp Temp Code :** 4011341932

**Annexure I**  
**Compensation Details**

|   |                                |
|---|--------------------------------|
| <b>Employee Name:</b>   | Nikhila Reddy                  |
| <b>Designation:</b>   | Analyst                        |
| <b>Grade:</b>   | Grade I                        |
| <b>Date Of Joining:</b>   | May 03, 2021                   |
| <b>City:</b>  | Hyderabad                      |
| <b>Pay Components</b>   | <b>Amount in Indian (INR)</b>  |
| Basic Pay   | 8,128.00                       |
| Housing Rent Allowance (HRA)  | ₹ 4,877.00                     |
| Transport Allowance   | 0.00                           |
| Flexible Benefit Plan   | 0.00                           |
| Statutory Bonus#  | 677.00                         |
| <b>Gross Fixed Salary (1)</b>   | <b>13,682.00</b>               |
| Provident Fund (Employee) (2)   | 975.00                         |
| ESIC (Employee) (3)   | 103.00                         |
| <b>Net Take Home [1-(2+3)]</b>  | <b>12,604.00</b>               |
| Provident Fund (Employer) (4)   | 975.00                         |
| ESIC (Employer) (5)   | 445.00                         |
| Gratuity* (6)   | 391.00                         |
| <b>Total Fixed Cost (1+4+5+6)</b>   | <b>15,493.00</b>               |
| <b>Annual Fixed CTC</b>   | <b>185,916.00</b>              |
| <b>Annual Performance Pay**</b>   | <b>0 % of Annual Fixed CTC</b> |
| <b>Annual Performance Linked Incentive (PLI)</b>  | <b>0.00</b>                    |
| For Teleperformance Global Service Private Limited,<br><br><b>Preeti Amit Shirke</b><br><b>Senior Vice President - Talent Acquisition</b>  |                                |
| <p>*<b>Gratuity</b> shall be payable as per "<b>The Payment of Gratuity Act</b>".</p> <p>**<b>Performance Pay</b> will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "<b>Performance Pay policy/ note</b>".</p> <p>#<b>Statutory Bonus</b> is paid monthly as per "<b>The Payment of Bonus Act</b>".</p> |                                |

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "**Minimum Attendance Threshold/Performance**" as qualifying criteria for such payout.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Nikhila Reddy</b>           |

**ANNEXURE II**  
**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Nikhila Reddy** residing at **H No 1-109/b Road No -3 Anand Nagar , Boduppal Uppal Hyderabad - 500092, Telangana, India**, and working as **Analyst**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable , sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
  - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
  - (ii) Any such breach would cause injury to the Company, and
  - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
  - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
  - ii. canvass solicit or endeavour to entice away from the Company any client or customer (s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
  - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
  - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
  - (a) any person who is so employed / associated becomes a relative, and/or
  - (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and /or criminal prosecution under applicable laws.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Nikhila Reddy           |

### Annexure III

#### Personal Data - Declaration

##### Article I.

I **Nikhila Reddy** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of “**Change to Circumstances**”, within **48 hours** of me becoming aware of such “**Change to Circumstances**” which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Temp Emp Code      | 4011341932              |
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Nikhila Reddy           |

**ANNEXURE IV**

**DECLARATION AND UNDERTAKING - Work From Home**

I, **Nikhila Reddy**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance policies, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt -out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [**HR.TPCCIndia@teleperformancedibs.com**].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business -related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive -off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera . These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems ); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely , Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives ), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session .

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software /file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Temp Emp Code</b>      | <b>4011341932</b>              |
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Nikhila Reddy</b>           |



**Offer: Computer Consultancy**

**Ref: TCSL/DT20222283445/Bangalore**

**Date: 03/05/2021**

Dear Pooja,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 101 0101 Email: careers@tcs.com

Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Chatteswar (M), Medchal Dist. TS-500084





## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

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

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

- 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.

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

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

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

### **3. Training Period**

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

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

TCS Careers Serviceline: 1800 101 0101 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Chowdaryguda, Korremula (V)  
Chattkesar (N), Medchal Dist. TS-500084



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

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

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

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

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

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





written permission of TCSL.

## 9. Confidentiality Agreement

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

## 10. Service Agreement

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

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 12. Overseas International Assignment Agreement

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

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Chatteswar (M), Medchal Dist, TS-500084



serve TCSL as per the Notice Period clause mentioned below.

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

### 13. Terms and Conditions

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

### 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

### 16. Retirement

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

### 17. Pre-employment Medical Certificate

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

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## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

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

## 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

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

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

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

## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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

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## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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



## GROSS SALARY SHEET

Annexure 1

|                       |  |
|-----------------------|--|
| <b>Name</b>           | <b>Pooja Kuchanpally</b>                 |
| <b>Designation</b>    | <b>Assistant System Engineer-Trainee</b> |
| <b>Institute Name</b> | <b>Others</b>                            |

Table 1: Compensation Details (All Components in INR)

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

# 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 / Xperience Program.

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

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

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

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

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 101 0101 Email: careers@tcs.com

PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Chattkesar (N), Medchal Dist, TS-500084



## Annexure

|  |   |
|--|---|
| <b>Ahmedabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park, IT/ITES SEZ, Plot # 41,<br>Gandhinagar - 382007   | <b>Bangalore</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100, Karnataka   |
| <b>BUBANESHWAR</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.<br>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | <b>Chennai</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119   |
| <b>DELHI – Gurgaon</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana   | <b>DELHI – Noida</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th<br>floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309, UP                                       |
| <b>Guwahati</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -<br>781006, Assam  | <b>Hyderabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad   |
| <b>INDORE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,<br>Village Tigariya Badshah & Bada Bangarda, Tehsil<br>Hatod, Indore - 452018,<br>Madhya Pradesh   | <b>KOLKATA</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12, New<br>Town, Rajarhat, Kolkata - 700160, West Bengal OR<br>Auditorium, 2nd Floor, Wanderers Building, Delta Park -<br>Lords |
| <b>KOCHI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark,<br>Kakkanad, Kerala 682042  | <b>MUMBAI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach<br>Rd, Thane, West, Thane, Maharashtra 400606  |
| <b>NAGPUR</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,   | <b>PUNE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br>Hinjewadi Phase III, Pune - 411057, Maharashtra   |
| <b>Trivandrum</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Peepul Park, Technopark Campus, Kariyavattom P.O.<br>Trivandrum - 695581, India   |   |





## Annexure

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



#### 4. Prior knowledge

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

#### 5. Use of third party material

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

#### 6. Security policies and Guidelines.

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

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

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

## 9. No License

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





## 10. Equitable Rights

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

## 11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/DT20222283445/Bangalore**

**Date: 03/05/2021**

Dear Pravalika,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be `3,36,877/- per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 101 9901 Email: careers@tcs.com

Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Chatteswar (M), Medchal Dist. TS-500084



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

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

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

- 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.

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

## **2. Higher Hospitalisation**

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

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

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

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

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

## **Loans**

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

## **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

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

### **3. Training Period**

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

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VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 102 1021 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCETON INSTITUTE OF ENGINEERING & TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Rathakur (M), Medchal Dist. TS-500084



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

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

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

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

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

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





written permission of TCSL.

## 9. Confidentiality Agreement

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

## 10. Service Agreement

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

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 12. Overseas International Assignment Agreement

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

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serve TCSL as per the Notice Period clause mentioned below.

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

### 13. Terms and Conditions

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

### 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

### 16. Retirement

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

### 17. Pre-employment Medical Certificate

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

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## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

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

## 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

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

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

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

## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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

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## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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



## GROSS SALARY SHEET

Annexure 1

|                       |  |
|-----------------------|--|
| <b>Name</b>           | <b>Vemula Pravalika</b>                  |
| <b>Designation</b>    | <b>Assistant System Engineer-Trainee</b> |
| <b>Institute Name</b> | <b>Others</b>                            |

Table 1: Compensation Details (All Components in INR)

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

# 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 / Xperience Program.

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

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

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

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

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 101 0101 Email: careers@tcs.com

PRINCETON INSTITUTE OF ENGINEERING & TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Chattkesar (N), Medchal Dist, TS-500084



## Annexure

|  |   |
|--|---|
| <b>Ahmedabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park, IT/ITES SEZ, Plot # 41,<br>Gandhinagar - 382007   | <b>Bangalore</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100, Karnataka   |
| <b>BUBANESHWAR</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.<br>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | <b>Chennai</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119   |
| <b>DELHI – Gurgaon</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana   | <b>DELHI – Noida</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th<br>floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309, UP                                       |
| <b>Guwahati</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -<br>781006, Assam  | <b>Hyderabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad   |
| <b>INDORE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,<br>Village Tigariya Badshah & Bada Bangarda, Tehsil<br>Hatod, Indore - 452018,<br>Madhya Pradesh   | <b>KOLKATA</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12, New<br>Town, Rajarhat, Kolkata - 700160, West Bengal OR<br>Auditorium, 2nd Floor, Wanderers Building, Delta Park -<br>Lords |
| <b>KOCHI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark,<br>Kakkanad, Kerala 682042  | <b>MUMBAI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach<br>Rd, Thane, West, Thane, Maharashtra 400606  |
| <b>NAGPUR</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,   | <b>PUNE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br>Hinjewadi Phase III, Pune - 411057, Maharashtra   |
| <b>Trivandrum</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Peepul Park, Technopark Campus, Kariyavattom P.O.<br>Trivandrum - 695581, India   |   |





## Annexure

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



#### 4. Prior knowledge

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

#### 5. Use of third party material

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

#### 6. Security policies and Guidelines.

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

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

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

## 9. No License

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



## 10. Equitable Rights

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

## 11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Date: April 28, 2021**

**Emp Temp Code: 4011341932**

**Cherukupally Rani**

**Letter of Appointment**

**Dear Rani,**

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Analyst**. You are required to report for duties on **May 03, 2021 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Hyderabad**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

**Teleperformance Global Services Private Limited.**

Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Haryana, India.

Tel: +91-124-6783050 | Fax: +91-124-6783099

**Registered Office:** Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformancedibs.com

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust /discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules , regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed /modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 04, 1998**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like



14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical /fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

**If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.**

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,

**For Teleperformance Global Service Private Limited,**



**Preeti Amit Shirke**

**Senior Vice President - Talent Acquisition**

I, **Jadige Mounika**, do hereby accept the terms and conditions in this

|                    |                          |
|--------------------|--------------------------|
| Employee Signature | Accepted On 28 Apr 2021  |
| Employee Name      | <b>Cherukupally Rani</b> |


**Enclosures:**

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home]** (**Annexure IV**)

**NOTE:** For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

**Emp Temp Code :** 4011341932

**Annexure I**  
**Compensation Details**

|   |                                |  |
|---|--------------------------------|--|
| <b>Employee Name:</b>   | Cherukupally Rani              |  |
| <b>Designation:</b>   | Analyst                        |  |
| <b>Grade:</b>   | Grade I                        |  |
| <b>Date Of Joining:</b>   | May 03, 2021                   |  |
| <b>City:</b>  | Hyderabad                      |  |
| <b>Pay Components</b>   | <b>Amount in Indian (INR)</b>  |  |
| Basic Pay   | 8,128.00                       |  |
| Housing Rent Allowance (HRA)  | ₹ 4,877.00                     |  |
| Transport Allowance   | 0.00                           |  |
| Flexible Benefit Plan   | 0.00                           |  |
| Statutory Bonus#  | 677.00                         |  |
| <b>Gross Fixed Salary (1)</b>   | <b>13,682.00</b>               |  |
| Provident Fund (Employee) (2)   | 975.00                         |  |
| ESIC (Employee) (3)   | 103.00                         |  |
| <b>Net Take Home [1-(2+3)]</b>  | <b>12,604.00</b>               |  |
| Provident Fund (Employer) (4)   | 975.00                         |  |
| ESIC (Employer) (5)   | 445.00                         |  |
| Gratuity* (6)   | 391.00                         |  |
| <b>Total Fixed Cost (1+4+5+6)</b>   | <b>15,493.00</b>               |  |
| <b>Annual Fixed CTC</b>   | 185,916.00                     |  |
| <b>Annual Performance Pay**</b>   | <b>0 % of Annual Fixed CTC</b> |  |
| <b>Annual Performance Linked Incentive (PLI)</b>  | 0.00                           |  |
| For Teleperformance Global Service Private Limited,<br><br><b>Preeti Amit Shirke</b><br><b>Senior Vice President - Talent Acquisition</b>  |                                |  |
| <p>*Gratuity shall be payable as per "The Payment of Gratuity Act".</p> <p>**Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note."</p> <p>#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p> |                                |  |

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Cherukupally Rani</b>       |

**ANNEXURE II**  
**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Cherukupally Rani** working as **Analyst**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
  - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
  - (ii) Any such breach would cause injury to the Company, and
  - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
  - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
  - ii. canvass solicit or endeavour to entice away from the Company any client or customer (s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
  - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
  - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
  - (a) any person who is so employed / associated becomes a relative, and/or
  - (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and /or criminal prosecution under applicable laws.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                          |
|--------------------|--------------------------|
| Employee Signature | Accepted On 28 Apr 2021  |
| Employee Name      | <b>Cherukupally Rani</b> |

**Annexure III**

**Personal Data - Declaration**

**Article I.**

I **Cherukupally Rani** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of “ **Change to Circumstances**”, within **48 hours** of me becoming aware of such “**Change to Circumstances**” which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Temp Emp Code      | 4011341932              |
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Cherukupally Rani       |

**ANNEXURE IV**  
**DECLARATION AND UNDERTAKING - Work From Home**

I, **Cherukupally Rani**, do hereby confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance policies, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt -out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [**HR.TPCCIndia@teleperformancedibs.com**].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business -related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive -off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera . These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems ); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely , Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session .

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software /file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Temp Emp Code</b>      | <b>4011341932</b>              |
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Cherukupally Rani</b>       |



Ref: 7869521/1937231/Permt

Date: 09th January, 2021

Venkata Vasanthi K

**Subject - Offer of Appointment**

Dear **Susmitha** ,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Technical Support** on **U1** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 259205 (Rupees Two Lakhs Fifty Nine Thousand Two Hundred And five Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **09th January, 2021** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Naresh Kumar G at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Naresh Kumar G** latest by **09th January, 2021**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **PS00551100@TechMahindra.com**)

**For Tech Mahindra Limited**



**Suchitra Kerkar**  
**Global Head – Human Resource**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

## Annexure - A

|  |                             |   |
|--|-----------------------------|---|
| NAME   | Venkata Vasanthi K          |   |
| TITLE  | Associate Technical Support |   |
| BAND   | U1                          |   |
| LOCATION   | Hyderabad                   |   |
| COMPONENTS   |                             | Per Annum<br>(All figures in Indian Rupees) |
| BASIC (@30% OF TOTAL FIXED PAY)  |                             | 67147                                       |
| HRA (@70% OF BASIC)  |                             | 47003                                       |
| TRANSPORT ALLOWANCE  |                             | 12000                                       |
| BONUS / STATUTORY BONUS  |                             | 13429                                       |
| EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)  |                             | 8058  |
| EMPLOYER'S CONTRIBUTION TO ESI (3.25% OF TOTAL SALARY COMPONENTS)  |                             | 7574  |
| PERSONAL PAY   |                             | 68612                                       |
| TOTAL FIXED PAY.....(A)  |                             | 223823                                      |
| TOTAL VARIABLE PAY (TVP).....(B)   |                             | 24869                                       |
| ADDITIONAL BENEFITS .....(C)   |                             | 10513                                       |
| GRATUITY   |                             | 3230  |
| INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)   |                             | 7283  |
| TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)   |                             | 259205                                      |
| Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -   |                             |   |
| i) *Transport Allowance:<br>- Applicable, only if company transport is not availed.  |                             |   |
| ii) **Payment of Bonus: The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.  |                             |   |
| iii) ***Performance Incentive would be payable to you starting from your Go Live Date. Maximum amount based on 100% performance; however, the actual payout shall be based on individual performance against set targets and / or performance of the organization. The Performace incentive will be paid-out as per existing company policy. |                             |   |

## iv) Insurance:

- a) **Group Term Life Insurance Coverage:** You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.
- b) **Hospitalisation coverage:** 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+upto 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.

## Notes:

- a) Performance Incentive will not be payable if you have resigned and are serving notice period or are not on the company rolls on the date of disbursement
- b) Performance Incentive would be subject to Tax deduction as per Income Tax Act
- c) The Company reserves the right to amend, modify, rescind / reinstate the above mentioned schemes partly or completely at any point of time.

With Best Wishes,  
For Tech Mahindra Ltd.



Suchitra Kerkar  
Global Head – Human Resource

Accepted by :

Location :  
Date :

## **Annexure – B**

### **1) Employment Agreement**

#### **a) Code of Conduct**

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

#### **b) Secrecy**

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

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

**c) Employee data** – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### **d) Conflict of Interest**

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

#### **e) Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

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

**f) Exclusivity of Services, Publications, Gifts/Anti-bribery**

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

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

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavor to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

**g) Confidentiality / Non-Disclosure**

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

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

**h) Non-Disparagement Obligations**

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.



## 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

## 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **60** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to

terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is miss-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. **Statement of Facts**

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

#### 5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company

Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## **6. Personal Indebtedness**

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

## **7. Restraints Access to**

### **Information**

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

### **Authorization**

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

### **Smoking**

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

### **Passwords**

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

### **Unauthorized Software**

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

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of

the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

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

**(a) Destroying Papers & Material**

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

**(b) Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

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

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

**8. Overseas Service Agreement**

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

## 9. Intellectual Property Rights

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

## 10. Jurisdiction

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

## 11. Retirement

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

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

## 12. General

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

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the

Client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :

## Annexure- C - Medical Declaration

| MEDICAL DECLARATION FORM                 |  |  |  |
|--|--|--|--|
| Applicant ID <i>(To be filled by HR)</i> |  | Associate ID <i>(To be filled by HR)</i> |  |
| First Name:                              |  | Last Name:                               |  |
| Gender: Male / Female                    |  | Date of birth (DD/MM/YYYY)               |  |
|  |  | Blood Group                              |  |

### Candidate's Medical History:

| Candidate's Medical Details  | Yes | No | Please provide the details |
|--|-----|----|----------------------------|
| Do you have any defect or problem of vision?   |     |    |                            |
| Can you readily distinguish between the pigmentary colors?   |     |    |                            |
| Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?   |     |    |                            |
| Do you have any physical deformity / handicap?   |     |    |                            |
| Do you have any congenital disorder / abnormality?   |     |    |                            |
| Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness? |     |    |                            |
| Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?   |     |    |                            |
| Have you ever been disqualified on medical grounds from any previous employment opportunity?   |     |    |                            |



|   |  |  |  |
|---|--|--|--|
| Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months? |  |  |  |
| Have you had any form of critical illness or operation in the last two years?   |  |  |  |
| Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?                                     |  |  |  |

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

|   |                     |  |                 |
|---|---------------------|--|-----------------|
|   | Heart Attack        |  | Diabetes        |
|   | High Blood Pressure |  | Stroke          |
|   | Night Blindness     |  | Valve Disorders |
|   | Asthma              |  | Slipped disc    |
| Any other major disease/illness that you may be willing to disclose |                     |  |                 |

**Candidate's Declaration:**

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

**Signature:**

**Name:**

**Date:**

(DD/MM/YY)

## Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**, alongwith 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport  
*Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*
- (g) PAN Card and Proof of PAN Number  
*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*
- (h) Aadhaar Card  
*You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.*

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

## **Annexure E - Confidentiality Agreement**

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

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

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

- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

## **Annexure - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

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

### **(a) Intellectual Property Assignment**

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

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

### **(b) Restrictions after Termination**

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

WITNESSED

ACCEPTED

\_\_\_\_\_

\_\_\_\_\_

## Annexure – G

### Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

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

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the



names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

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

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendent lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

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

**5. Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

**6. Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

**7. Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business

interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

**8. Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

**9. Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

**10. Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

**11. Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

**12. Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

**13. Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

**14. Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature

\_\_\_\_\_  
Name of Candidate

For and on Behalf Of  
**Tech Mahindra Limited**



**Suchitra Kerkar**  
**Global Head – Human Resource**

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.  
Date of Joining: \_\_\_\_\_  
Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate  
Name:



Ref: 7869521/1937231/Permt

Date: 09th January, 2021

Susmitha G

**Subject - Offer of Appointment**

Dear **Susmitha** ,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Technical Support** on **U1** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 259205 (Rupees Two Lakhs Fifty Nine Thousand Two Hundred And five Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **09th January, 2021** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Naresh Kumar G at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Naresh Kumar G** latest by **09th January, 2021**.



9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **PS00551100@TechMahindra.com**)

**For Tech Mahindra Limited**



**Suchitra Kerkar**

**Global Head – Human Resource**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

## Annexure - A

|  |  |
|--|--|
| NAME   | Susmitha   |
| TITLE  | Associate Technical Support                        |
| BAND   | U1   |
| LOCATION   | Hyderabad  |
| <b>COMPONENTS</b>  | <b>Per Annum</b><br>(All figures in Indian Rupees) |
| BASIC (@30% OF TOTAL FIXED PAY)  | 67147  |
| HRA (@70% OF BASIC)  | 47003  |
| TRANSPORT ALLOWANCE  | 12000  |
| BONUS / STATUTORY BONUS  | 13429  |
| EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)  | 8058   |
| EMPLOYER'S CONTRIBUTION TO ESI (3.25% OF TOTAL SALARY COMPONENTS)  | 7574   |
| PERSONAL PAY   | 68612  |
| <b>TOTAL FIXED PAY.....(A)</b>   | <b>223823</b>                                      |
| <b>TOTAL VARIABLE PAY (TVP).....(B)</b>  | <b>24869</b>                                       |
| <b>ADDITIONAL BENEFITS .....(C)</b>  | <b>10513</b>                                       |
| GRATUITY   | 3230   |
| INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)   | 7283   |
| <b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>  | <b>259205</b>                                      |
| Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -   |  |
| <b>i) *Transport Allowance:</b><br>- Applicable, only if company transport is not availed.   |  |
| <b>ii) **Payment of Bonus:</b> The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.   |  |
| <b>iii) ***Performance Incentive</b> would be payable to you starting from your Go Live Date. Maximum amount based on 100% performance; however, the actual payout shall be based on individual performance against set targets and / or performance of the organization. The Performance incentive will be paid-out as per existing company policy. |  |

#### iv) Insurance:

- a) **Group Term Life Insurance Coverage:** You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.
- b) **Hospitalisation coverage:** 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+upto 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.

#### Notes:

- a) Performance Incentive will not be payable if you have resigned and are serving notice period or are not on the company rolls on the date of disbursement
- b) Performance Incentive would be subject to Tax deduction as per Income Tax Act
- c) The Company reserves the right to amend, modify, rescind / reinstate the above mentioned schemes partly or completely at any point of time.

With Best Wishes,  
For Tech Mahindra Ltd.



Suchitra Kerkar  
Global Head – Human Resource

Accepted by :

Location :  
Date :

## Annexure – B

### 1) Employment Agreement

#### a) Code of Conduct

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

#### b) Secrecy

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

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

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### d) Conflict of Interest

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

#### e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

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

**f) Exclusivity of Services, Publications, Gifts/Anti-bribery**

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

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

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavor to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

**g) Confidentiality / Non-Disclosure**

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

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

**h) Non-Disparagement Obligations**

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

## 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

## 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **60** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to



terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is miss-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

#### 5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company

Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## **6. Personal Indebtedness**

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

## **7. Restraints Access to**

### **Information**

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

### **Authorization**

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

### **Smoking**

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

### **Passwords**

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

### **Unauthorized Software**

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

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of

the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

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

**(a) Destroying Papers & Material**

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

**(b) Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

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

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

**8. Overseas Service Agreement**

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

## 9. Intellectual Property Rights

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

## 10. Jurisdiction

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

## 11. Retirement

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

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

## 12. General

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

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the

Client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

---

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :

## Annexure- C - Medical Declaration

| MEDICAL DECLARATION FORM                 |  |  |  |
|--|--|--|--|
| Applicant ID <i>(To be filled by HR)</i> |  | Associate ID <i>(To be filled by HR)</i> |  |
| First Name:                              |  | Last Name:                               |  |
| Gender: Male / Female                    |  | Date of birth (DD/MM/YYYY)               |  |
|  |  | Blood Group                              |  |

### Candidate's Medical History:

| Candidate's Medical Details  | Yes | No | Please provide the details |
|--|-----|----|----------------------------|
| Do you have any defect or problem of vision?   |     |    |                            |
| Can you readily distinguish between the pigmentary colors?   |     |    |                            |
| Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?   |     |    |                            |
| Do you have any physical deformity / handicap?   |     |    |                            |
| Do you have any congenital disorder / abnormality?   |     |    |                            |
| Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness? |     |    |                            |
| Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?   |     |    |                            |
| Have you ever been disqualified on medical grounds from any previous employment opportunity?   |     |    |                            |

|   |  |  |  |
|---|--|--|--|
| Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months? |  |  |  |
| Have you had any form of critical illness or operation in the last two years?   |  |  |  |
| Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?                                     |  |  |  |

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

|   |                     |  |                 |
|---|---------------------|--|-----------------|
|   | Heart Attack        |  | Diabetes        |
|   | High Blood Pressure |  | Stroke          |
|   | Night Blindness     |  | Valve Disorders |
|   | Asthma              |  | Slipped disc    |
| Any other major disease/illness that you may be willing to disclose |                     |  |                 |



**Candidate's Declaration:**

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

**Signature:**

**Name:**

**Date:**

(DD/MM/YY)

## Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**, alongwith 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport  
*Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*
- (g) PAN Card and Proof of PAN Number  
*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*
- (h) Aadhaar Card  
*You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.*

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

## **Annexure E - Confidentiality Agreement**

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

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

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

- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

## **Annexure - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

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

### **(a) Intellectual Property Assignment**

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

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

### **(b) Restrictions after Termination**

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

WITNESSED

ACCEPTED

\_\_\_\_\_

\_\_\_\_\_

## Annexure – G

### Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

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

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the

names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

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

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendent lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

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

**5. Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.



**6. Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

**7. Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business



interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

**8. Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

**9. Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

**10. Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

**11. Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

**12. Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

**13. Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

**14. Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature

\_\_\_\_\_  
Name of Candidate

For and on Behalf Of  
**Tech Mahindra Limited**



**Suchitra Kerkar**  
**Global Head – Human Resource**

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.  
Date of Joining: \_\_\_\_\_  
Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate  
Name:





OFFER LETTER

Welcome to *Southernlands*,

I am pleased to offer you employment in the position of *software engineer* with *Southernlands*

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.

## Offer Letter

Name: Vankudoth Deepika

Date: Wednesday, March 25, 2020

Dear Deepika,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("**Company**"), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Saturday, August 11, 2020**. Your work location would be **Warangal / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

**5. Department, Designation & Reporting Manager:**

Department : Business Development (51000000)  
Designation : Business Development Trainee - Sales  
Reporting Manager : Aakash Kapoor (TNL21818299)  
Role Location : Warangal / Bangalore  
BDT Training Location : Byjus - Bangalore

The two months training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

**6. Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your 2 months training period.

**7. Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

**8. Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

**9. Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

**10. Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

**11. Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

**12. Termination:** Subject to Clause 2, your services may be terminated in the following manner:

- a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
- b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door



and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

**13. Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**14. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

**15. Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

**16. General Provisions:**

- a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j. All disputes arising herein shall be governed by the laws of India and the jurisdiction

to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. 3 Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

**Think & Learn Pvt. Ltd.**

**Human Resource**

**Accept Job Offer by signing below**

**Signature:**

This is system generated offer letter and does not require authorized signature.



# EELLC BPO SERVICES PRIVATE LIMITED

(efficiently - name change pending)

efficiently

## Sub: Offer of Employment

Dear Sukarchana Eunice,

This is with reference to your application and the subsequent interviews in the above context. The Management is pleased to offer you the position of Construction Trainee for Earth Elements BPO Services Pvt Ltd India, Kondapur, Hyderabad. Your Cost to Company (CTC) will be Rs 2,50,008/- as mutually agreed. You are requested to join your duties on or before **13-09-2021**. At the time of joining the Company, kindly submit the following, to the HR Department:

- A Copy of your resignation letter submitted to your current employer.
- A copy of the relieving letter, from the current employer
- Copies of certificates in support of your educational qualifications (school leaving certificate onward)
- Proof of residence
- A salary certificate or a salary slip, in support of your last salary drawn.
- A copy of PAN card
- Form 16 from the current employer (If applicable/ incase joining is in the middle of the Financial Year)

### Internet Requirements:

1. Minimum speed of 75 Mbps is required for employment.
2. If Internet speed must be increased then, this must be done before joining or within the first 2 weeks of the start date.
3. If internet speed is not increased within 2 weeks of starting then, a final written warning will be given & must be completed in another 2 weeks.
4. If still not done, you will be dismissed from the company.

### System Configuration:

1. The incumbent should have his/her own laptop.
2. If any upgrade is required to his/her laptop to perform everyday duties, the incumbent should get it upgraded at their own expenses.
3. The Incumbent should have all the IT Assets ready and operational before the date of joining.

**Probation:** You will be on probation for a period of Three (3) months with a 2-week notice period or in lieu of 2 weeks salary; both from employee and employer. Based on your performance, you will be confirmed, or your probation may be extended if deemed necessary.

Confirmation may or may not result in an increase in salary and you would be covered under the yearly increment cycle as applicable to all employees. Upon confirmation, a 1-month notice period or in lieu of 1 month's salary if applicable in cable of a separation of employment from both employee and the company.

**details in EELLC are Private & Confidential. You are requested not to share discuss the contents/details of your compensation with anyone within or outside the organization.**

*Dejany*

Annexure[A]

|   |
|---|
| Name: Sukarchana Eunice   |
| Designation: Construction Trainee   |
| Effective from: 13- 09-2021   |
| Work Location: Remote   |
| Shift time: 06:00 PM to 03:00 AM (The shift timings for the first 2 weeks will be from 3:00 PM 12:00 AM. From 3rd week, the shift timings are 6:00 PM to 3:00 AM as discussed). |

|   |                      |               |
|---|----------------------|---------------|
| Employee Name                                 | Sukarchana Eunice    |               |
| Designation                                   | Construction Trainee |               |
| Pay Components                                | Per Month            | Per Annum     |
| 1. Fixed Monthly Components                   |                      |               |
| Basic Salary                                  | 9231                 | 110772        |
| House Rent Allowance                          | 3692                 | 44304         |
| LTA Reimbursement                             | 0                    | 0             |
| Conveyance Allowance                          | 0                    | 0             |
| Medical Allowance                             | 0                    | 0             |
| Special Allowance                             | 5539                 | 66468         |
| Total A: Fixed Gross Salary (Total of 1)      | <b>18462</b>         | <b>221544</b> |
| 2. Statutory Benefits                         |                      |               |
| Employer's Provident Fund                     | 1772                 | 21264         |
| Employer's ESI                                | 600                  | 7200          |
| Total B: Statutory Benefits (Total of 2)      | <b>2372</b>          | <b>28464</b>  |
| Cost to Company (Total of A+B)                | <b>20834</b>         | <b>250008</b> |
| 3. Other Emoluments                           |                      |               |
| Performance Linked Incentive                  | 0                    | 0             |
| <b>Total C: Other Emoluments (Total of 3)</b> | <b>0</b>             | <b>0</b>      |
| Total Cost to Company (CTC+ Total C)          | <b>20834</b>         | <b>250008</b> |
| 4 Deductions                                  |                      |               |
| Employee PF                                   | 1772                 | 21264         |
| Employee ESI                                  | 138                  | 1656          |
| PT  | 150                  | 1800          |
| Net Salary                                    | <b>16402</b>         | <b>196824</b> |

**Other Benefits:**

- a. Medclaim Coverage upto INR 4,00,000/Annum (Self and Family") and
- b. Accidental Coverage (for self)-

*details in EELLCC are Private & Confidential. You are requested not to share / discuss the contents/details of your compensation with anyone within or outside the organization.*

*Family includes — Spouse, children, not the Parents*

*"Applicable as per ESI Act 1948*

*"Flexible Components are as per Company Policy.*

**Night Shift Allowance** - 10% of CTC will be *paid* (will be prorated on number of days of work) for Shifts like 6PM-3AM or 7PM-4AM. The night shift needs to be pre - approved by the respective managers.

**Note:** The above compensation is subject to statutory deductions *on* a monthly *basis* such as Professional Tax, Provident Fund, Gratuity, Income Tax Deduction, Employee State Insurance etc., as may be applicable from time to time in *compliance* with relevant laws in the country.

Kindly sign a copy of this letter in acceptance of our *offer*. The offer stands valid till **9<sup>th</sup> September 2021** only. Kindly note that this offer for employment is subject to a *satisfactory* verification of documents, at the time *of joining*.

We welcome you to the EELLC BPO services Pvt Ltd family and wish you a long and successful association with us.

Yours sincerely,



CEO  
EELLC BPO services Pvt Ltd



Read & Accepted By

Regd. Address: Mohan Elite, D. No.1-55-199, Survey No. 199P B G Road, Kondapur,  
Hyderabad, Telangana, 500084

Date: 12-Jan-2021

**Personal & Confidential**

Anjali T (C602844)

**Offer of employment**

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Dear Anjali T ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218



**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218



A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

Terms and conditions**1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

Employee's Signature

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**



Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Jyothi,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

**(Jyothi)**

**Human Resources**

07-Jan-2020

Dear Nikitha Devisingh,  
B.Tech/B.E., Computer Science and Engineering



Candidate ID - 15763849

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

## Annexure A

Name: Nikitha Devisingh Designation: Programmer Analyst Trainee

| Sl. No. | Description  | Monthly | Yearly  |
|---------|--|---------|---------|
| 1       | Basic  | 10325   | 123,900 |
| 2       | HRA*   | 6195    | 74,340  |
| 3       | Conveyance Allowance*  | 800     | 9,600   |
| 4       | Medical Allowance*   | 1250    | 15,000  |
| 5       | Company's contribution of PF #   | 1800    | 21,600  |
| 6       | Advance Statutory Bonus***   | 2000    | 24,000  |
| 7       | Special Allowance*   | 7129    | 85,548  |
|         | Annual Gross Compensation  |         | 353,988 |
|         | Incentive Indication (per annum)**   |         | 22,500  |
|         | Annual Total Compensation  |         | 376,488 |
|         | Company's contribution towards benefits (Medical, Accident and Life Insurance) |         | 19,500  |
|         | Gratuity   |         | 6,003   |
|         | Annual Total Remuneration  |         | 401,991 |

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

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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



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

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

Login to <https://lonecognizant.cognizant.com>->Total Rewards App for more details

## Offer Letter

Name: M. Ramya

Date: Wednesday, March 25, 2020

Dear Ramya,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("**Company**"), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Saturday, August 11, 2020**. Your work location would be **Warangal / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

**5. Department, Designation & Reporting Manager:**

Department : Business Development (51000000)  
Designation : Business Development Trainee - Sales  
Reporting Manager : Aakash Kapoor (TNL21818299)  
Role Location : Warangal / Bangalore  
BDT Training Location : Byjus - Bangalore

The two months training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

**6. Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your 2 months training period.

**7. Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

**8. Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

**9. Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

**10. Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

**11. Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

**12. Termination:** Subject to Clause 2, your services may be terminated in the following manner:

- a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
- b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door

and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

**13. Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**14. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

**15. Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

**16. General Provisions:**

- a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j. All disputes arising herein shall be governed by the laws of India and the jurisdiction



to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. 3 Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

**Think & Learn Pvt. Ltd.**

**Accept Job Offer by signing below**

**Human Resource**

**Signature:**

This is system generated offer letter and does not require authorized signature.

Date: 12-Jan-2021

**Personal & Confidential**

Ramya B (C602844)

**Offer of employment**

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Dear Ramya B ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218



**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218

A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

Terms and conditions**1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

Employee's Signature

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

Date: 12-Jan-2021

**Personal & Confidential**

Shikara N (C602844)

**Offer of employment**

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Dear Shikara N ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218



A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

Terms and conditions**1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

Employee's Signature

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**



Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Soumya,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

**(Soumya)**

**Human Resources**

07-Jan-2020

Dear Sravani A,  
B.Tech/B.E., Computer Science and Engineering



Candidate ID - 15763849

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.401,986/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

## Annexure A

Name: Sravani A Designation: Programmer Analyst Trainee

| Sl. No. | Description  | Monthly | Yearly  |
|---------|--|---------|---------|
| 1       | Basic  | 10325   | 123,900 |
| 2       | HRA*   | 6195    | 74,340  |
| 3       | Conveyance Allowance*  | 800     | 9,600   |
| 4       | Medical Allowance*   | 1250    | 15,000  |
| 5       | Company's contribution of PF #   | 1800    | 21,600  |
| 6       | Advance Statutory Bonus***   | 2000    | 24,000  |
| 7       | Special Allowance*   | 7129    | 85,548  |
|         | Annual Gross Compensation  |         | 353,988 |
|         | Incentive Indication (per annum)**   |         | 22,500  |
|         | Annual Total Compensation  |         | 376,488 |
|         | Company's contribution towards benefits (Medical, Accident and Life Insurance) |         | 19,500  |
|         | Gratuity   |         | 6,003   |
|         | Annual Total Remuneration  |         | 401,991 |

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

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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



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

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

Login to <https://lonecognizant.cognizant.com>->Total Rewards App for more details

Date: 12-Jan-2021

**Personal & Confidential**

Sri Ramya (C602844)

**Offer of employment**

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Dear Sri Ramya ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218

A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

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Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formals on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**





Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Tejaswini,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

(Tejaswini)

**Human Resources**

## OFFER LETTER



Date: 12/12/2020

Dear Aishwarya,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.

## OFFER LETTER



Date: 12/12/2020

Dear Apoorva,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Pulipaka Archana

Dear Archana,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
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Near Chakli Circle,  
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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Archana Ramya

Dear Archana,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at HYDERABAD - GACHIBOWLI\_RO.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 21-Jun-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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**Reference No. - 1384229155**

Pulipaka Archana

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Pulipaka Archana

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

: 4:

**Reference No. - 1384229155**

Pulipaka Archana

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

RAJNISH SINHA

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

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**Reference No. - 1384229155**

Pulipaka Archana

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 85,008/- (Rupees Eighty Five Thousand Eight only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

**Reference No. - 1384229155**

Pulipaka Archana

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

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### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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Vadodara 390 007, India.

**Remuneration Details**

Name : Pulipaka Archana

Position: **S1**

Group: OPERATIONS GROUP

|   | <b>S1</b>      |                 |
|---|----------------|-----------------|
|   | <b>Monthly</b> | <b>Annual</b>   |
| Basic   | 8,000          | 96,000          |
| HRA   | 4,000          | 48,000          |
| Supplementary Allowance *   | 7,084          | 85,008          |
| Superannuation Allowance  | 1,200          | 14,400          |
|   |                |                 |
| <b>Total</b>  | <b>20,284</b>  | <b>2,43,408</b> |
|   |                |                 |
| <b>Retirals</b>   |                |                 |
| Retirals (PF, Gratuity) ***   | 2,466          | 29,592          |
|   |                |                 |
| <b>Total Fixed</b>  | <b>22,750</b>  | <b>2,73,000</b> |
| Performance Linked Retention Pay #  | 2,167          | 26,004          |
|   |                |                 |
| <b>Total CTC</b>  | <b>24,917</b>  | <b>2,99,004</b> |
| * Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance<br>*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.<br># Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable. |                |                 |

**Date:** 08-Jun-2021



Infosys Limited  
Special Economic Zone, Unit - Unit1  
Survey No. 50(pt) Pocharam Village  
Singapore Township Post Office  
Ghatkesar Mandal, Rangareddy (Dist)  
Hyderabad 500 088, India  
www.infosys.com

Date: 11/12/2020

Dear Bhargavi,

**Subject: Offer of Employment**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a Role of '**Software Engineer**' with Infosys (the "Company") Your Role Designation will be **Junior Associate Consultant**.

Your location of reporting is **Hyderabad(SEZ), India** and the scheduled date of your joining the Company is **July 30 2021**

Your **Total Gross Salary** inclusive of Performance-linked Incentives will be Rs.**26,275** per month. This has been detailed in the Compensation Details sheet. For the purpose of clarification, your compensation details and related figures is dependent on your job band and personal band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

**01. Date of Commencement of Employment:**

Your employment with the Company shall commence on **July 30 , 2021**.

**02. Location:**

Your current location of employment shall be **Hyderabad(SEZ), India**. However, please note that the Company reserves the right to transfer its employees to any unit(s) / department(s) or office(s) of the Company or of its Affiliates and/or the office of the Company's customer ("Work Location"), other than the one an employee was initially hired to work for.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.





## Letter Confirmation of Job Offer

**Date:**

**Name of Applicant: R. Bhargavi**

**Dear R Bhargavi**

We are pleased to offer you the position of sales executive at **Rubitech Global Solutions Pvt Ltd.**

Your job will commence on (completing graduation) and your starting salary will be 1.8Lpa To 2.4Lpa

We high ring for one of Vender **HDFC Company.**

Please report to HR Jahnavi on (11 May 2020) prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of **Rubitech Global Solutions Pvt Ltd** to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **Rubitech Global Solutions Pvt Ltd.**

If you have any questions of comments, please call me immediately.

Very truly yours,

HR Professional

**Ms. Jahnavi**



## OFFER LETTER



Date: 12/12/2020

Dear Jyothsna,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.





PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Gurujala Manisha

Dear Manisha,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Gurujala Manisha

Dear Manisha,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at HYDERABAD - GACHIBOWLI\_RO.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 21-Jun-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
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**Reference No. - 1384229155**

Gurujala Manisha

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

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- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1384229155**

Gurujala Manisha

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

: 4:

**Reference No. - 1384229155**

Gurujala Manisha

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

RAJNISH SINHA

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

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**Reference No. - 1384229155**

Gurujala Manisha

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 85,008/- (Rupees Eighty Five Thousand Eight only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.



**Reference No. - 1384229155**

Gurujala Manisha

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G-1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
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Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G-1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



**Remuneration Details**

Name : Gurujala Manisha

Position: **S1**

Group: OPERATIONS GROUP

|   | <b>S1</b>      |                 |
|---|----------------|-----------------|
|   | <b>Monthly</b> | <b>Annual</b>   |
| Basic   | 8,000          | 96,000          |
| HRA   | 4,000          | 48,000          |
| Supplementary Allowance *   | 7,084          | 85,008          |
| Superannuation Allowance  | 1,200          | 14,400          |
|   |                |                 |
| <b>Total</b>  | <b>20,284</b>  | <b>2,43,408</b> |
|   |                |                 |
| <b>Retirals</b>   |                |                 |
| Retirals (PF, Gratuity) ***   | 2,466          | 29,592          |
|   |                |                 |
| <b>Total Fixed</b>  | <b>22,750</b>  | <b>2,73,000</b> |
| Performance Linked Retention Pay #  | 2,167          | 26,004          |
|   |                |                 |
| <b>Total CTC</b>  | <b>24,917</b>  | <b>2,99,004</b> |
| * Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance<br>*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.<br># Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable. |                |                 |

**Date:** 08-Jun-2021



Infosys Limited  
Special Economic Zone, Unit - Unit1  
Survey No. 50(pt) Pocharam Village  
Singapore Township Post Office  
Ghatkesar Mandal, Rangareddy (Dist)  
Hyderabad 500 088, India  
www.infosys.com

Date: 11/12/2020

Dear Nikitha,

**Subject: Offer of Employment**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a Role of '**Software Engineer**' with Infosys (the "Company") Your Role Designation will be **Junior Associate Consultant**.

Your location of reporting is **Hyderabad(SEZ), India** and the scheduled date of your joining the Company is **July 30 2021**

Your **Total Gross Salary** inclusive of Performance-linked Incentives will be Rs.**26,275** per month. This has been detailed in the Compensation Details sheet. For the purpose of clarification, your compensation details and related figures is dependent on your job band and personal band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

**01. Date of Commencement of Employment:**

Your employment with the Company shall commence on **July 30 , 2021**.

**02. Location:**

Your current location of employment shall be **Hyderabad(SEZ), India**. However, please note that the Company reserves the right to transfer its employees to any unit(s) / department(s) or office(s) of the Company or of its Affiliates and/or the office of the Company's customer ("Work Location"), other than the one an employee was initially hired to work for.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.





## Letter Confirmation of Job Offer

**Date:**

**Name of Applicant: C.Prathyusha**

**Dear C Prathyusha**

We are pleased to offer you the position of sales executive at **Rubitech Global Solutions Pvt Ltd.**

Your job will commence on (completing graduation) and your starting salary will be 1.8Lpa To 2.4Lpa

We high ring for one of Vender **HDFC Company.**

Please report to HR Jahnavi on (11 May 2020) prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of **Rubitech Global Solutions Pvt Ltd** to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **Rubitech Global Solutions Pvt Ltd.**

If you have any questions of comments, please call me immediately.

Very truly yours,

HR Professional

**Ms. Jahnavi**



## OFFER LETTER



Date: 12/12/2020

Dear Pravalika,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.

Date: April 28, 2021

Emp Temp Code: 4011341932

Nikhila Reddy

**Letter of Appointment**

Dear Nikhila Reddy,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Analyst**. You are required to report for duties on **May 03, 2021 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Hyderabad**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Global Services Private Limited.

Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Haryana, India.

Tel: +91-124-6783050 | Fax: +91-124-6783099

Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformancedibs.com

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed /modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 04, 1998**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical /fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

**If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.**

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,

**For Teleperformance Global Service Private Limited,**



**Preeti Amit Shirke**

**Senior Vice President - Talent Acquisition**

I, **Jadige Mounika**, do hereby accept the terms and conditions in this

|                    |                         |
|--------------------|-------------------------|
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Nikhila Reddy           |

**Enclosures:**


1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home]** (**Annexure IV**)

**NOTE:** For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.



**Emp Temp Code :** 4011341932

**Annexure I**  
**Compensation Details**

|   |                                |
|---|--------------------------------|
| <b>Employee Name:</b>   | Nikhila Reddy                  |
| <b>Designation:</b>   | Analyst                        |
| <b>Grade:</b>   | Grade I                        |
| <b>Date Of Joining:</b>   | May 03, 2021                   |
| <b>City:</b>  | Hyderabad                      |
| <b>Pay Components</b>   | <b>Amount in Indian (INR)</b>  |
| Basic Pay   | 8,128.00                       |
| Housing Rent Allowance (HRA)  | ₹ 4,877.00                     |
| Transport Allowance   | 0.00                           |
| Flexible Benefit Plan   | 0.00                           |
| Statutory Bonus#  | 677.00                         |
| <b>Gross Fixed Salary (1)</b>   | <b>13,682.00</b>               |
| Provident Fund (Employee) (2)   | 975.00                         |
| ESIC (Employee) (3)   | 103.00                         |
| <b>Net Take Home [1-(2+3)]</b>  | <b>12,604.00</b>               |
| Provident Fund (Employer) (4)   | 975.00                         |
| ESIC (Employer) (5)   | 445.00                         |
| Gratuity* (6)   | 391.00                         |
| <b>Total Fixed Cost (1+4+5+6)</b>   | <b>15,493.00</b>               |
| <b>Annual Fixed CTC</b>   | <b>185,916.00</b>              |
| <b>Annual Performance Pay**</b>   | <b>0 % of Annual Fixed CTC</b> |
| <b>Annual Performance Linked Incentive (PLI)</b>  | <b>0.00</b>                    |
| For Teleperformance Global Service Private Limited,<br><br><b>Preeti Amit Shirke</b><br><b>Senior Vice President - Talent Acquisition</b>  |                                |
| <p>*<b>Gratuity</b> shall be payable as per "<b>The Payment of Gratuity Act</b>".</p> <p>**<b>Performance Pay</b> will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "<b>Performance Pay policy/ note</b>".</p> <p>#<b>Statutory Bonus</b> is paid monthly as per "<b>The Payment of Bonus Act</b>".</p> |                                |

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "**Minimum Attendance Threshold/Performance**" as qualifying criteria for such payout.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Nikhila Reddy</b>           |

**ANNEXURE II**  
**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Nikhila Reddy** residing at **H No 1-109/b Road No -3 Anand Nagar , Boduppal Uppal Hyderabad - 500092, Telangana, India**, and working as **Analyst**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
  - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
  - (ii) Any such breach would cause injury to the Company, and
  - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
  - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
  - ii. canvass solicit or endeavour to entice away from the Company any client or customer (s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
  - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
  - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
  - (a) any person who is so employed / associated becomes a relative, and/or
  - (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and /or criminal prosecution under applicable laws.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Nikhila Reddy           |

**Annexure III**

**Personal Data - Declaration**

**Article I.**

I **Nikhila Reddy** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of “**Change to Circumstances**”, within **48 hours** of me becoming aware of such “**Change to Circumstances**” which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Temp Emp Code      | 4011341932              |
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Nikhila Reddy           |

**ANNEXURE IV**

**DECLARATION AND UNDERTAKING - Work From Home**

I, **Nikhila Reddy**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance policies, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt -out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [**HR.TPCCIndia@teleperformancedibs.com**].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business -related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive -off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera . These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems ); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely , Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives ), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session .

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software /file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Temp Emp Code</b>      | <b>4011341932</b>              |
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Nikhila Reddy</b>           |



**Offer: Computer Consultancy**

**Ref: TCSL/DT20222283445/Bangalore**

**Date: 03/05/2021**

Dear Pooja,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 101 0101 Email: careers@tcs.com

Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Chatteswar (M), Medchal Dist. TS-500084





## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

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

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

- 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.

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

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

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

### **3. Training Period**

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

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Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 101 0101 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Chowdaryguda, Korremula (V)  
Rathakur (N), Medchal Dist. TS-500084



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

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

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

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

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

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





written permission of TCSL.

## 9. Confidentiality Agreement

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

## 10. Service Agreement

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

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 12. Overseas International Assignment Agreement

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

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serve TCSL as per the Notice Period clause mentioned below.

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

### 13. Terms and Conditions

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

### 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

### 16. Retirement

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

### 17. Pre-employment Medical Certificate

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

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## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

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

## 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

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

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

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

## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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

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## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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



## GROSS SALARY SHEET

Annexure 1

|                       |  |
|-----------------------|--|
| <b>Name</b>           | <b>Pooja Kuchanpally</b>                 |
| <b>Designation</b>    | <b>Assistant System Engineer-Trainee</b> |
| <b>Institute Name</b> | <b>Others</b>                            |

Table 1: Compensation Details (All Components in INR)

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

# 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 / Xperience Program.

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

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

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

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

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

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Chowdaryguda, Korremula (V)  
Chattkesar (M), Medchal Dist, TS-500084



## Annexure

|  |   |
|--|---|
| <b>Ahmedabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park, IT/ITES SEZ, Plot # 41,<br>Gandhinagar - 382007   | <b>Bangalore</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100, Karnataka   |
| <b>BUBANESHWAR</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.<br>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | <b>Chennai</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119   |
| <b>DELHI – Gurgaon</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana   | <b>DELHI – Noida</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th<br>floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309, UP                                       |
| <b>Guwahati</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -<br>781006, Assam  | <b>Hyderabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad   |
| <b>INDORE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,<br>Village Tigariya Badshah & Bada Bangarda, Tehsil<br>Hatod, Indore - 452018,<br>Madhya Pradesh   | <b>KOLKATA</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12, New<br>Town, Rajarhat, Kolkata - 700160, West Bengal OR<br>Auditorium, 2nd Floor, Wanderers Building, Delta Park -<br>Lords |
| <b>KOCHI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark,<br>Kakkanad, Kerala 682042  | <b>MUMBAI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach<br>Rd, Thane, West, Thane, Maharashtra 400606  |
| <b>NAGPUR</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,   | <b>PUNE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br>Hinjewadi Phase III, Pune - 411057, Maharashtra   |
| <b>Trivandrum</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Peepul Park, Technopark Campus, Kariyavattom P.O.<br>Trivandrum - 695581, India   |   |





## Annexure

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



#### 4. Prior knowledge

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

#### 5. Use of third party material

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

#### 6. Security policies and Guidelines.

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

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

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

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

## **9. No License**

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





## 10. Equitable Rights

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

## 11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/DT20222283445/Bangalore**

**Date: 03/05/2021**

Dear Pravalika,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 101 0101 Email: careers@tcs.com

Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Chatteswar (M), Medchal Dist. TS-500084



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

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

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

- 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.

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

## **2. Higher Hospitalisation**

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

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

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

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

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

## **Loans**

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

## **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

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

### **3. Training Period**

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

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Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 101 0101 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCETON INSTITUTE OF ENGINEERING & TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Rathakur (M), Medchal Dist. TS-500084





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

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

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

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

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

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



written permission of TCSL.

## 9. Confidentiality Agreement

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

## 10. Service Agreement

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

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 12. Overseas International Assignment Agreement

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

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serve TCSL as per the Notice Period clause mentioned below.

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

### 13. Terms and Conditions

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

### 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

### 16. Retirement

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

### 17. Pre-employment Medical Certificate

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

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## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

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

## 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TCSL/DT20222283445

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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. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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

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## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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





## GROSS SALARY SHEET

Annexure 1

|                       |  |
|-----------------------|--|
| <b>Name</b>           | <b>Vemula Pravalika</b>                  |
| <b>Designation</b>    | <b>Assistant System Engineer-Trainee</b> |
| <b>Institute Name</b> | <b>Others</b>                            |

Table 1: Compensation Details (All Components in INR)

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

# 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 / Xperience Program.

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

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

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

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

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 101 0101 Email: careers@tcs.com

PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Chattkesar (N), Medchal Dist, TS-500084



## Annexure

|  |   |
|--|---|
| <b>Ahmedabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park, IT/ITES SEZ, Plot # 41,<br>Gandhinagar - 382007   | <b>Bangalore</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100, Karnataka   |
| <b>BUBANESHWAR</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.<br>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | <b>Chennai</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119   |
| <b>DELHI – Gurgaon</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana   | <b>DELHI – Noida</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th<br>floor, Galaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309, UP                                      |
| <b>Guwahati</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -<br>781006, Assam  | <b>Hyderabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad   |
| <b>INDORE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,<br>Village Tigariya Badshah & Bada Bangarda, Tehsil<br>Hatod, Indore - 452018,<br>Madhya Pradesh   | <b>KOLKATA</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12, New<br>Town, Rajarhat, Kolkata - 700160, West Bengal OR<br>Auditorium, 2nd Floor, Wanderers Building, Delta Park -<br>Lords |
| <b>KOCHI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark,<br>Kakkanad, Kerala 682042  | <b>MUMBAI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach<br>Rd, Thane, West, Thane, Maharashtra 400606  |
| <b>NAGPUR</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,   | <b>PUNE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br>Hinjewadi Phase III, Pune - 411057, Maharashtra   |
| <b>Trivandrum</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Peepul Park, Technopark Campus, Kariyavattom P.O.<br>Trivandrum - 695581, India   |   |



## Annexure

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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





#### 4. Prior knowledge

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

#### 5. Use of third party material

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

#### 6. Security policies and Guidelines.

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

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

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

## 9. No License

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



## 10. Equitable Rights

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

## 11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Date: April 28, 2021

Emp Temp Code: 4011341932

Cherukupally Rani

### Letter of Appointment

Dear Rani,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Analyst**. You are required to report for duties on **May 03, 2021 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Hyderabad**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Global Services Private Limited.

Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Haryana, India.

Tel: +91-124-6783050 | Fax: +91-124-6783099

Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformancedibs.com

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed /modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 04, 1998**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical /fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

**If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.**

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,

**For Teleperformance Global Service Private Limited,**



**Preeti Amit Shirke**

**Senior Vice President - Talent Acquisition**

I, **Jadige Mounika**, do hereby accept the terms and conditions in this

|                    |                          |
|--------------------|--------------------------|
| Employee Signature | Accepted On 28 Apr 2021  |
| Employee Name      | <b>Cherukupally Rani</b> |


**Enclosures:**

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home]** (**Annexure IV**)

**NOTE:** For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

**Emp Temp Code : 4011341932**

**Annexure I**  
**Compensation Details**

|   |                                |  |
|---|--------------------------------|--|
| <b>Employee Name:</b>   | Cherukupally Rani              |  |
| <b>Designation:</b>   | Analyst                        |  |
| <b>Grade:</b>   | Grade I                        |  |
| <b>Date Of Joining:</b>   | May 03, 2021                   |  |
| <b>City:</b>  | Hyderabad                      |  |
| <b>Pay Components</b>   | <b>Amount in Indian (INR)</b>  |  |
| Basic Pay   | 8,128.00                       |  |
| Housing Rent Allowance (HRA)  | ₹ 4,877.00                     |  |
| Transport Allowance   | 0.00                           |  |
| Flexible Benefit Plan   | 0.00                           |  |
| Statutory Bonus#  | 677.00                         |  |
| <b>Gross Fixed Salary (1)</b>   | <b>13,682.00</b>               |  |
| Provident Fund (Employee) (2)   | 975.00                         |  |
| ESIC (Employee) (3)   | 103.00                         |  |
| <b>Net Take Home [1-(2+3)]</b>  | <b>12,604.00</b>               |  |
| Provident Fund (Employer) (4)   | 975.00                         |  |
| ESIC (Employer) (5)   | 445.00                         |  |
| Gratuity* (6)   | 391.00                         |  |
| <b>Total Fixed Cost (1+4+5+6)</b>   | <b>15,493.00</b>               |  |
| <b>Annual Fixed CTC</b>   | 185,916.00                     |  |
| <b>Annual Performance Pay**</b>   | <b>0 % of Annual Fixed CTC</b> |  |
| <b>Annual Performance Linked Incentive (PLI)</b>  | 0.00                           |  |
| For Teleperformance Global Service Private Limited,<br><br><b>Preeti Amit Shirke</b><br><b>Senior Vice President - Talent Acquisition</b>  |                                |  |
| <p>*Gratuity shall be payable as per "The Payment of Gratuity Act".</p> <p>**Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note."</p> <p>#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p> |                                |  |

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Cherukupally Rani</b>       |

**ANNEXURE II**  
**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Cherukupally Rani** working as **Analyst**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
  - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
  - (ii) Any such breach would cause injury to the Company, and
  - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other



8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
  - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
  - ii. canvass solicit or endeavour to entice away from the Company any client or customer (s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
  - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
  - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
  - (a) any person who is so employed / associated becomes a relative, and/or
  - (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and /or criminal prosecution under applicable laws.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                          |
|--------------------|--------------------------|
| Employee Signature | Accepted On 28 Apr 2021  |
| Employee Name      | <b>Cherukupally Rani</b> |



**Annexure III**

**Personal Data - Declaration**

**Article I.**

I **Cherukupally Rani** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of “**Change to Circumstances**”, within **48 hours** of me becoming aware of such “**Change to Circumstances**” which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Temp Emp Code      | 4011341932              |
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Cherukupally Rani       |

**ANNEXURE IV**  
**DECLARATION AND UNDERTAKING - Work From Home**

I, **Cherukupally Rani**, do hereby confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance policies, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt-out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [**HR.TPCCIndia@teleperformancedibs.com**].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business -related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive -off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera . These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems ); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely , Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session .

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software /file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Temp Emp Code</b>      | <b>4011341932</b>              |
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Cherukupally Rani</b>       |



OFFER LETTER

Welcome to *Southernlands*,

I am pleased to offer you employment in the position of *software engineer* with *Southernlands*

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.

Ref: 7869521/1937231/Permt

Date: 09th January, 2021

Venkata Vasanthi K

**Subject - Offer of Appointment**

Dear **Susmitha** ,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Technical Support** on **U1** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 259205 (Rupees Two Lakhs Fifty Nine Thousand Two Hundred And five Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **09th January, 2021** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Naresh Kumar G at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Naresh Kumar G** latest by **09th January, 2021**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **PS00551100@TechMahindra.com**)

**For Tech Mahindra Limited**



**Suchitra Kerkar**

**Global Head – Human Resource**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

## Annexure - A

|  |                             |   |
|--|-----------------------------|---|
| NAME   | Venkata Vasanthi K          |   |
| TITLE  | Associate Technical Support |   |
| BAND   | U1                          |   |
| LOCATION   | Hyderabad                   |   |
| COMPONENTS   |                             | Per Annum<br>(All figures in Indian Rupees) |
| BASIC (@30% OF TOTAL FIXED PAY)  |                             | 67147                                       |
| HRA (@70% OF BASIC)  |                             | 47003                                       |
| TRANSPORT ALLOWANCE  |                             | 12000                                       |
| BONUS / STATUTORY BONUS  |                             | 13429                                       |
| EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)  |                             | 8058  |
| EMPLOYER'S CONTRIBUTION TO ESI (3.25% OF TOTAL SALARY COMPONENTS)  |                             | 7574  |
| PERSONAL PAY   |                             | 68612                                       |
| TOTAL FIXED PAY.....(A)  |                             | 223823                                      |
| TOTAL VARIABLE PAY (TVP).....(B)   |                             | 24869                                       |
| ADDITIONAL BENEFITS .....(C)   |                             | 10513                                       |
| GRATUITY   |                             | 3230  |
| INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)   |                             | 7283  |
| TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)   |                             | 259205                                      |
| Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -   |                             |   |
| i) *Transport Allowance:<br>- Applicable, only if company transport is not availed.  |                             |   |
| ii) **Payment of Bonus: The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.  |                             |   |
| iii) ***Performance Incentive would be payable to you starting from your Go Live Date. Maximum amount based on 100% performance; however, the actual payout shall be based on individual performance against set targets and / or performance of the organization. The Performace incentive will be paid-out as per existing company policy. |                             |   |



## iv) Insurance:

- a) **Group Term Life Insurance Coverage:** You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.
- b) **Hospitalisation coverage:** 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+upto 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.

## Notes:

- a) Performance Incentive will not be payable if you have resigned and are serving notice period or are not on the company rolls on the date of disbursement
- b) Performance Incentive would be subject to Tax deduction as per Income Tax Act
- c) The Company reserves the right to amend, modify, rescind / reinstate the above mentioned schemes partly or completely at any point of time.

With Best Wishes,  
For Tech Mahindra Ltd.



Suchitra Kerkar  
Global Head – Human Resource

Accepted by :

Location :  
Date :

## **Annexure – B**

### **1) Employment Agreement**

#### **a) Code of Conduct**

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

#### **b) Secrecy**

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

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

**c) Employee data** – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### **d) Conflict of Interest**

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

#### **e) Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

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

**f) Exclusivity of Services, Publications, Gifts/Anti-bribery**

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

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

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavor to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

**g) Confidentiality / Non-Disclosure**

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

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

**h) Non-Disparagement Obligations**

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

## 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

## 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **60** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to

terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is miss-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. **Statement of Facts**

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

#### 5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company



Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## **6. Personal Indebtedness**

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

## **7. Restraints Access to**

### **Information**

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

### **Authorization**

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

### **Smoking**

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

### **Passwords**

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

### **Unauthorized Software**

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

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of



the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

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

**(a) Destroying Papers & Material**

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

**(b) Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

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

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

**8. Overseas Service Agreement**

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

## 9. Intellectual Property Rights

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

## 10. Jurisdiction

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

## 11. Retirement

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

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

## 12. General

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

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the

Client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :

## Annexure- C - Medical Declaration

| MEDICAL DECLARATION FORM                 |  |  |  |
|--|--|--|--|
| Applicant ID <i>(To be filled by HR)</i> |  | Associate ID <i>(To be filled by HR)</i> |  |
| First Name:                              |  | Last Name:                               |  |
| Gender: Male / Female                    |  | Date of birth (DD/MM/YYYY)               |  |
|  |  | Blood Group                              |  |

### Candidate's Medical History:

| Candidate's Medical Details  | Yes | No | Please provide the details |
|--|-----|----|----------------------------|
| Do you have any defect or problem of vision?   |     |    |                            |
| Can you readily distinguish between the pigmentary colors?   |     |    |                            |
| Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?   |     |    |                            |
| Do you have any physical deformity / handicap?   |     |    |                            |
| Do you have any congenital disorder / abnormality?   |     |    |                            |
| Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness? |     |    |                            |
| Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?   |     |    |                            |
| Have you ever been disqualified on medical grounds from any previous employment opportunity?   |     |    |                            |

|   |  |  |  |
|---|--|--|--|
| Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months? |  |  |  |
| Have you had any form of critical illness or operation in the last two years?   |  |  |  |
| Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?                                     |  |  |  |

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

|   |                     |  |                 |
|---|---------------------|--|-----------------|
|   | Heart Attack        |  | Diabetes        |
|   | High Blood Pressure |  | Stroke          |
|   | Night Blindness     |  | Valve Disorders |
|   | Asthma              |  | Slipped disc    |
| Any other major disease/illness that you may be willing to disclose |                     |  |                 |

**Candidate's Declaration:**

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

**Signature:**

**Name:**

**Date:**

(DD/MM/YY)

## Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**, alongwith 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport  
*Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*
- (g) PAN Card and Proof of PAN Number  
*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*
- (h) Aadhaar Card  
*You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.*

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



## **Annexure E - Confidentiality Agreement**

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

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

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

- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

## **Annexure - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

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

### **(a) Intellectual Property Assignment**

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

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

### **(b) Restrictions after Termination**

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

WITNESSED

ACCEPTED

\_\_\_\_\_

\_\_\_\_\_

## Annexure – G

### Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

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

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the

names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

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

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendent lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

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

**5. Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

**6. Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

**7. Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business

interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

**8. Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

**9. Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

**10. Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

**11. Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

**12. Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

**13. Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

**14. Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.



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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature

\_\_\_\_\_  
Name of Candidate

For and on Behalf Of  
**Tech Mahindra Limited**



**Suchitra Kerkar**  
**Global Head – Human Resource**

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.  
Date of Joining: \_\_\_\_\_  
Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate  
Name:





OFFER LETTER

Welcome to *Southernlands*,

I am pleased to offer you employment in the position of *software engineer* with *Southernlands*

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.

Ref: 7869521/1937231/Permt

Date: 09th January, 2021

Susmitha G

**Subject - Offer of Appointment**

Dear **Susmitha** ,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Technical Support** on **U1** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 259205 (Rupees Two Lakhs Fifty Nine Thousand Two Hundred And five Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **09th January, 2021** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Naresh Kumar G at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Naresh Kumar G** latest by **09th January, 2021**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **PS00551100@TechMahindra.com**)

**For Tech Mahindra Limited**



**Suchitra Kerkar**  
**Global Head – Human Resource**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

## Annexure - A

|  |  |
|--|--|
| NAME   | Susmitha   |
| TITLE  | Associate Technical Support                        |
| BAND   | U1   |
| LOCATION   | Hyderabad  |
| <b>COMPONENTS</b>  | <b>Per Annum</b><br>(All figures in Indian Rupees) |
| BASIC (@30% OF TOTAL FIXED PAY)  | 67147  |
| HRA (@70% OF BASIC)  | 47003  |
| TRANSPORT ALLOWANCE  | 12000  |
| BONUS / STATUTORY BONUS  | 13429  |
| EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)  | 8058   |
| EMPLOYER'S CONTRIBUTION TO ESI (3.25% OF TOTAL SALARY COMPONENTS)  | 7574   |
| PERSONAL PAY   | 68612  |
| <b>TOTAL FIXED PAY.....(A)</b>   | <b>223823</b>                                      |
| <b>TOTAL VARIABLE PAY (TVP).....(B)</b>  | <b>24869</b>                                       |
| <b>ADDITIONAL BENEFITS .....(C)</b>  | <b>10513</b>                                       |
| GRATUITY   | 3230   |
| INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)   | 7283   |
| <b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>  | <b>259205</b>                                      |
| Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -   |  |
| <b>i) *Transport Allowance:</b><br>- Applicable, only if company transport is not availed.   |  |
| <b>ii) **Payment of Bonus:</b> The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.   |  |
| <b>iii) ***Performance Incentive</b> would be payable to you starting from your Go Live Date. Maximum amount based on 100% performance; however, the actual payout shall be based on individual performance against set targets and / or performance of the organization. The Performance incentive will be paid-out as per existing company policy. |  |



**iv) Insurance:**

- a) Group Term Life Insurance Coverage:** You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.
- b) Hospitalisation coverage:** 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+upto 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.

**Notes:**

- a)** Performance Incentive will not be payable if you have resigned and are serving notice period or are not on the company rolls on the date of disbursement
- b)** Performance Incentive would be subject to Tax deduction as per Income Tax Act
- c)** The Company reserves the right to amend, modify, rescind / reinstate the above mentioned schemes partly or completely at any point of time.

**With Best Wishes,  
For Tech Mahindra Ltd.**



**Suchitra Kerkar  
Global Head – Human Resource**

**Accepted by :**

**Location :  
Date :**

## Annexure – B

### 1) Employment Agreement

#### a) Code of Conduct

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

#### b) Secrecy

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

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

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### d) Conflict of Interest

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

#### e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

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

**f) Exclusivity of Services, Publications, Gifts/Anti-bribery**

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

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

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavor to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

**g) Confidentiality / Non-Disclosure**

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

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

**h) Non-Disparagement Obligations**

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

## 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

## 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **60** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to

terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is miss-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

#### 5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company



Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## **6. Personal Indebtedness**

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

## **7. Restraints Access to**

### **Information**

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

### **Authorization**

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

### **Smoking**

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

### **Passwords**

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

### **Unauthorized Software**

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

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of



the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

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

**(a) Destroying Papers & Material**

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

**(b) Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

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

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

**8. Overseas Service Agreement**

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

## 9. Intellectual Property Rights

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

## 10. Jurisdiction

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

## 11. Retirement

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

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

## 12. General

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

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the

Client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

---

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :

## Annexure- C - Medical Declaration

| MEDICAL DECLARATION FORM                 |  |  |  |
|--|--|--|--|
| Applicant ID <i>(To be filled by HR)</i> |  | Associate ID <i>(To be filled by HR)</i> |  |
| First Name:                              |  | Last Name:                               |  |
| Gender: Male / Female                    |  | Date of birth (DD/MM/YYYY)               |  |
|  |  | Blood Group                              |  |

### Candidate's Medical History:

| Candidate's Medical Details  | Yes | No | Please provide the details |
|--|-----|----|----------------------------|
| Do you have any defect or problem of vision?   |     |    |                            |
| Can you readily distinguish between the pigmentary colors?   |     |    |                            |
| Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?   |     |    |                            |
| Do you have any physical deformity / handicap?   |     |    |                            |
| Do you have any congenital disorder / abnormality?   |     |    |                            |
| Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness? |     |    |                            |
| Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?   |     |    |                            |
| Have you ever been disqualified on medical grounds from any previous employment opportunity?   |     |    |                            |

|   |  |  |  |
|---|--|--|--|
| Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months? |  |  |  |
| Have you had any form of critical illness or operation in the last two years?   |  |  |  |
| Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?                                     |  |  |  |

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

|   |                     |  |                 |
|---|---------------------|--|-----------------|
|   | Heart Attack        |  | Diabetes        |
|   | High Blood Pressure |  | Stroke          |
|   | Night Blindness     |  | Valve Disorders |
|   | Asthma              |  | Slipped disc    |
| Any other major disease/illness that you may be willing to disclose |                     |  |                 |

**Candidate's Declaration:**

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

**Signature:**

**Name:**

**Date:**

(DD/MM/YY)

## Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**, alongwith 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport  
*Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*
- (g) PAN Card and Proof of PAN Number  
*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*
- (h) Aadhaar Card  
*You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.*

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



## **Annexure E - Confidentiality Agreement**

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

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

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

- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

## **Annexure - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

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

### **(a) Intellectual Property Assignment**

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

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

### **(b) Restrictions after Termination**

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

WITNESSED

ACCEPTED

\_\_\_\_\_

\_\_\_\_\_

## Annexure – G

### Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

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

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the

names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

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

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendent lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

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

**5. Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

**6. Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

**7. Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business

interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

**8. Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

**9. Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

**10. Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

**11. Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

**12. Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

**13. Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

**14. Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.



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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature

\_\_\_\_\_  
Name of Candidate

For and on Behalf Of  
**Tech Mahindra Limited**



**Suchitra Kerkar**  
**Global Head – Human Resource**

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.  
Date of Joining: \_\_\_\_\_  
Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate  
Name:





OFFER LETTER

Welcome to *Southernlands*,

I am pleased to offer you employment in the position of *software engineer* with *Southernlands*

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.

Date: April 28, 2021

Emp Temp Code: 4011341932

Nikhila Reddy

**Letter of Appointment**

Dear Nikhila Reddy,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Analyst**. You are required to report for duties on **May 03, 2021 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Hyderabad**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Global Services Private Limited.

Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Haryana, India.

Tel: +91-124-6783050 | Fax: +91-124-6783099

Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformancedibs.com

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust /discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules , regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed /modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 04, 1998**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical /fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

**If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.**

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,

**For Teleperformance Global Service Private Limited,**



**Preeti Amit Shirke**

**Senior Vice President - Talent Acquisition**

I, **Jadige Mounika**, do hereby accept the terms and conditions in this

|                    |                         |
|--------------------|-------------------------|
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Nikhila Reddy           |

**Enclosures:**


1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home]** (**Annexure IV**)

**NOTE:** For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.



**Emp Temp Code :** 4011341932

**Annexure I**  
**Compensation Details**

|   |                                |
|---|--------------------------------|
| <b>Employee Name:</b>   | Nikhila Reddy                  |
| <b>Designation:</b>   | Analyst                        |
| <b>Grade:</b>   | Grade I                        |
| <b>Date Of Joining:</b>   | May 03, 2021                   |
| <b>City:</b>  | Hyderabad                      |
| <b>Pay Components</b>   | <b>Amount in Indian (INR)</b>  |
| Basic Pay   | 8,128.00                       |
| Housing Rent Allowance (HRA)  | ₹ 4,877.00                     |
| Transport Allowance   | 0.00                           |
| Flexible Benefit Plan   | 0.00                           |
| Statutory Bonus#  | 677.00                         |
| <b>Gross Fixed Salary (1)</b>   | <b>13,682.00</b>               |
| Provident Fund (Employee) (2)   | 975.00                         |
| ESIC (Employee) (3)   | 103.00                         |
| <b>Net Take Home [1-(2+3)]</b>  | <b>12,604.00</b>               |
| Provident Fund (Employer) (4)   | 975.00                         |
| ESIC (Employer) (5)   | 445.00                         |
| Gratuity* (6)   | 391.00                         |
| <b>Total Fixed Cost (1+4+5+6)</b>   | <b>15,493.00</b>               |
| <b>Annual Fixed CTC</b>   | <b>185,916.00</b>              |
| <b>Annual Performance Pay**</b>   | <b>0 % of Annual Fixed CTC</b> |
| <b>Annual Performance Linked Incentive (PLI)</b>  | <b>0.00</b>                    |
| For Teleperformance Global Service Private Limited,<br><br><b>Preeti Amit Shirke</b><br><b>Senior Vice President - Talent Acquisition</b>  |                                |
| <p>*Gratuity shall be payable as per "The Payment of Gratuity Act".</p> <p>**Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note."</p> <p>#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p> |                                |

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Nikhila Reddy</b>           |

**ANNEXURE II**  
**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Nikhila Reddy** residing at **H No 1-109/b Road No -3 Anand Nagar , Boduppal Uppal Hyderabad - 500092, Telangana, India**, and working as **Analyst**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
  - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
  - (ii) Any such breach would cause injury to the Company, and
  - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
  - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
  - ii. canvass solicit or endeavour to entice away from the Company any client or customer (s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
  - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
  - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
  - (a) any person who is so employed / associated becomes a relative, and/or
  - (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and /or criminal prosecution under applicable laws.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Nikhila Reddy           |

**Annexure III**

**Personal Data - Declaration**

**Article I.**

I **Nikhila Reddy** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of “ **Change to Circumstances**”, within **48 hours** of me becoming aware of such “**Change to Circumstances**” which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Temp Emp Code      | 4011341932              |
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Nikhila Reddy           |

**ANNEXURE IV**

**DECLARATION AND UNDERTAKING - Work From Home**

I, **Nikhila Reddy**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance policies, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt -out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [**HR.TPCCIndia@teleperformancedibs.com**].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business -related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive -off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera . These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems ); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely , Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives ), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session .

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software /file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Temp Emp Code</b>      | <b>4011341932</b>              |
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Nikhila Reddy</b>           |



**Offer: Computer Consultancy**

**Ref: TCSL/DT20222283445/Bangalore**

**Date: 03/05/2021**

Dear Pooja,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 101 0101 Email: careers@tcs.com

Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Chatteswar (M), Medchal Dist. TS-500084





## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

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

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

- 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.

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

## **2. Higher Hospitalisation**

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

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

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

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

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

## **Loans**

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

## **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

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

### **3. Training Period**

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

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

TCS Careers Serviceline: 1800 101 0101 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Chowdaryguda, Korremula (V)  
Chattakur (N), Medchal Dist. TS-500084



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

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

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

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

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

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





written permission of TCSL.

## 9. Confidentiality Agreement

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

## 10. Service Agreement

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

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 12. Overseas International Assignment Agreement

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

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

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Chowdaryguda, Korremula (V)  
Chatteswar (M), Medchal Dist, TS-500084



serve TCSL as per the Notice Period clause mentioned below.

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

### 13. Terms and Conditions

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

### 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

### 16. Retirement

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

### 17. Pre-employment Medical Certificate

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

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## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

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

## 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

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

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

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

## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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

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## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 102 1021 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCETON INSTITUTE OF ENGINEERING & TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Chattkesar (M), Medchal Dist, TS-500084



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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



## GROSS SALARY SHEET

Annexure 1

|                       |  |
|-----------------------|--|
| <b>Name</b>           | <b>Pooja Kuchanpally</b>                 |
| <b>Designation</b>    | <b>Assistant System Engineer-Trainee</b> |
| <b>Institute Name</b> | <b>Others</b>                            |

Table 1: Compensation Details (All Components in INR)

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

# 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 / Xperience Program.

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

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

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

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

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## Annexure

|  |   |
|--|---|
| <b>Ahmedabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park, IT/ITES SEZ, Plot # 41,<br>Gandhinagar - 382007   | <b>Bangalore</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100, Karnataka   |
| <b>BUBANESHWAR</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.<br>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | <b>Chennai</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119   |
| <b>DELHI – Gurgaon</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana   | <b>DELHI – Noida</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th<br>floor, Galaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309, UP                                      |
| <b>Guwahati</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -<br>781006, Assam  | <b>Hyderabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad   |
| <b>INDORE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,<br>Village Tigariya Badshah & Bada Bangarda, Tehsil<br>Hatod, Indore - 452018,<br>Madhya Pradesh   | <b>KOLKATA</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12, New<br>Town, Rajarhat, Kolkata - 700160, West Bengal OR<br>Auditorium, 2nd Floor, Wanderers Building, Delta Park -<br>Lords |
| <b>KOCHI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark,<br>Kakkanad, Kerala 682042  | <b>MUMBAI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach<br>Rd, Thane, West, Thane, Maharashtra 400606  |
| <b>NAGPUR</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,   | <b>PUNE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br>Hinjewadi Phase III, Pune - 411057, Maharashtra   |
| <b>Trivandrum</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Peepul Park, Technopark Campus, Kariyavattom P.O.<br>Trivandrum - 695581, India   |   |



## Annexure

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.





## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



#### 4. Prior knowledge

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

#### 5. Use of third party material

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

#### 6. Security policies and Guidelines.

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

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

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

## 9. No License

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



## 10. Equitable Rights

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

## 11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.





**Offer: Computer Consultancy**

**Ref: TCSL/DT20222283445/Bangalore**

**Date: 03/05/2021**

Dear Pravalika,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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**TCSL/DT20222283445**

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 101 0101 Email: careers@tcs.com

Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Chatteswar (M), Medchal Dist. TS-500084



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

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

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

- 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.

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

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

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

### **3. Training Period**

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

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 6724 9114 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 101 0101 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Chowdaryguda, Korremula (V)  
Rhatkesar (N), Medchal Dist. TS-500084



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

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

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

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

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

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





written permission of TCSL.

## 9. Confidentiality Agreement

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

## 10. Service Agreement

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

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 12. Overseas International Assignment Agreement

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

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serve TCSL as per the Notice Period clause mentioned below.

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

### 13. Terms and Conditions

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

### 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

### 16. Retirement

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

### 17. Pre-employment Medical Certificate

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

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## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

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

## 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

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

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

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

## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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

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## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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



## GROSS SALARY SHEET

Annexure 1

|                       |  |
|-----------------------|--|
| <b>Name</b>           | <b>Vemula Pravalika</b>                  |
| <b>Designation</b>    | <b>Assistant System Engineer-Trainee</b> |
| <b>Institute Name</b> | <b>Others</b>                            |

Table 1: Compensation Details (All Components in INR)

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

# 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 / Xperience Program.

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

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

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

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

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Chattkesar (N), Medchal Dist, TS-500084





## Annexure

|  |   |
|--|---|
| <b>Ahmedabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park, IT/ITES SEZ, Plot # 41,<br>Gandhinagar - 382007   | <b>Bangalore</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100, Karnataka   |
| <b>BUBANESHWAR</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.<br>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | <b>Chennai</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119   |
| <b>DELHI – Gurgaon</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana   | <b>DELHI – Noida</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th<br>floor, Galaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309, UP                                      |
| <b>Guwahati</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -<br>781006, Assam  | <b>Hyderabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad   |
| <b>INDORE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,<br>Village Tigariya Badshah & Bada Bangarda, Tehsil<br>Hatod, Indore - 452018,<br>Madhya Pradesh   | <b>KOLKATA</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12, New<br>Town, Rajarhat, Kolkata - 700160, West Bengal OR<br>Auditorium, 2nd Floor, Wanderers Building, Delta Park -<br>Lords |
| <b>KOCHI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark,<br>Kakkanad, Kerala 682042  | <b>MUMBAI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach<br>Rd, Thane, West, Thane, Maharashtra 400606  |
| <b>NAGPUR</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,   | <b>PUNE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br>Hinjewadi Phase III, Pune - 411057, Maharashtra   |
| <b>Trivandrum</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Peepul Park, Technopark Campus, Kariyavattom P.O.<br>Trivandrum - 695581, India   |   |



## Annexure

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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





#### 4. Prior knowledge

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

#### 5. Use of third party material

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

#### 6. Security policies and Guidelines.

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

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

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

## 9. No License

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



## 10. Equitable Rights

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

## 11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Date: April 28, 2021

Emp Temp Code: 4011341932

Cherukupally Rani

**Letter of Appointment**

Dear Rani,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Analyst**. You are required to report for duties on **May 03, 2021 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Hyderabad**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Global Services Private Limited.

Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Haryana, India.

Tel: +91-124-6783050 | Fax: +91-124-6783099

Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformancedibs.com



Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust /discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules , regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed /modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 04, 1998**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical /fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

**If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.**

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,

**For Teleperformance Global Service Private Limited,**



**Preeti Amit Shirke**

**Senior Vice President - Talent Acquisition**

I, **Jadige Mounika**, do hereby accept the terms and conditions in this

|                    |                          |
|--------------------|--------------------------|
| Employee Signature | Accepted On 28 Apr 2021  |
| Employee Name      | <b>Cherukupally Rani</b> |

**Enclosures:**


1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home]** (**Annexure IV**)

**NOTE:** For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.



**Emp Temp Code :** 4011341932

**Annexure I**  
**Compensation Details**

|   |                                |  |
|---|--------------------------------|--|
| <b>Employee Name:</b>   | Cherukupally Rani              |  |
| <b>Designation:</b>   | Analyst                        |  |
| <b>Grade:</b>   | Grade I                        |  |
| <b>Date Of Joining:</b>   | May 03, 2021                   |  |
| <b>City:</b>  | Hyderabad                      |  |
| <b>Pay Components</b>   | <b>Amount in Indian (INR)</b>  |  |
| Basic Pay   | 8,128.00                       |  |
| Housing Rent Allowance (HRA)  | ₹ 4,877.00                     |  |
| Transport Allowance   | 0.00                           |  |
| Flexible Benefit Plan   | 0.00                           |  |
| Statutory Bonus#  | 677.00                         |  |
| <b>Gross Fixed Salary (1)</b>   | <b>13,682.00</b>               |  |
| Provident Fund (Employee) (2)   | 975.00                         |  |
| ESIC (Employee) (3)   | 103.00                         |  |
| <b>Net Take Home [1-(2+3)]</b>  | <b>12,604.00</b>               |  |
| Provident Fund (Employer) (4)   | 975.00                         |  |
| ESIC (Employer) (5)   | 445.00                         |  |
| Gratuity* (6)   | 391.00                         |  |
| <b>Total Fixed Cost (1+4+5+6)</b>   | <b>15,493.00</b>               |  |
| <b>Annual Fixed CTC</b>   | 185,916.00                     |  |
| <b>Annual Performance Pay**</b>   | <b>0 % of Annual Fixed CTC</b> |  |
| <b>Annual Performance Linked Incentive (PLI)</b>  | 0.00                           |  |
| For Teleperformance Global Service Private Limited,<br><br><b>Preeti Amit Shirke</b><br><b>Senior Vice President - Talent Acquisition</b>  |                                |  |
| <p>*Gratuity shall be payable as per "The Payment of Gratuity Act".</p> <p>**Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note."</p> <p>#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p> |                                |  |

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Cherukupally Rani</b>       |

**ANNEXURE II**  
**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Cherukupally Rani** working as **Analyst**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
  - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
  - (ii) Any such breach would cause injury to the Company, and
  - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
  - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
  - ii. canvass solicit or endeavour to entice away from the Company any client or customer (s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
  - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
  - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
  - (a) any person who is so employed / associated becomes a relative, and/or
  - (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and /or criminal prosecution under applicable laws.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Cherukupally Rani       |

### Annexure III

#### Personal Data - Declaration

##### Article I.

I **Cherukupally Rani** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of “**Change to Circumstances**”, within **48 hours** of me becoming aware of such “**Change to Circumstances**” which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                         |
|--------------------|-------------------------|
| Temp Emp Code      | 4011341932              |
| Employee Signature | Accepted On 28 Apr 2021 |
| Employee Name      | Cherukupally Rani       |

**ANNEXURE IV**  
**DECLARATION AND UNDERTAKING - Work From Home**

I, **Cherukupally Rani**, do hereby confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance policies, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt -out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [**HR.TPCCIndia@teleperformancedibs.com**].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business -related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive -off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera . These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems ); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely , Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session .

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software /file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Temp Emp Code</b>      | <b>4011341932</b>              |
| <b>Employee Signature</b> | <b>Accepted On 28 Apr 2021</b> |
| <b>Employee Name</b>      | <b>Cherukupally Rani</b>       |



OFFER LETTER

Welcome to *Southernlands*,

I am pleased to offer you employment in the position of *software engineer* with *Southernlands*

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.



Ref: 7869521/1937231/Permt

Date: 09th January, 2021

Venkata Vasanthi K

**Subject - Offer of Appointment**

Dear **Susmitha** ,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Technical Support** on **U1** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 259205 (Rupees Two Lakhs Fifty Nine Thousand Two Hundred And five Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **09th January, 2021** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Naresh Kumar G at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Naresh Kumar G** latest by **09th January, 2021**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **PS00551100@TechMahindra.com**)

**For Tech Mahindra Limited**



**Suchitra Kerkar**  
**Global Head – Human Resource**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

## Annexure - A

|  |  |
|--|--|
| NAME   | Venkata Vasanthi K                                 |
| TITLE  | Associate Technical Support                        |
| BAND   | U1   |
| LOCATION   | Hyderabad  |
| <b>COMPONENTS</b>  | <b>Per Annum</b><br>(All figures in Indian Rupees) |
| BASIC (@30% OF TOTAL FIXED PAY)  | 67147  |
| HRA (@70% OF BASIC)  | 47003  |
| TRANSPORT ALLOWANCE  | 12000  |
| BONUS / STATUTORY BONUS  | 13429  |
| EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)  | 8058   |
| EMPLOYER'S CONTRIBUTION TO ESI (3.25% OF TOTAL SALARY COMPONENTS)  | 7574   |
| PERSONAL PAY   | 68612  |
| <b>TOTAL FIXED PAY.....(A)</b>   | <b>223823</b>                                      |
| <b>TOTAL VARIABLE PAY (TVP).....(B)</b>  | <b>24869</b>                                       |
| <b>ADDITIONAL BENEFITS .....(C)</b>  | <b>10513</b>                                       |
| GRATUITY   | 3230   |
| INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)   | 7283   |
| <b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>  | <b>259205</b>                                      |
| Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -   |  |
| <b>i) *Transport Allowance:</b><br>- Applicable, only if company transport is not availed.   |  |
| <b>ii) **Payment of Bonus:</b> The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.   |  |
| <b>iii) ***Performance Incentive</b> would be payable to you starting from your Go Live Date. Maximum amount based on 100% performance; however, the actual payout shall be based on individual performance against set targets and / or performance of the organization. The Performance incentive will be paid-out as per existing company policy. |  |

## iv) Insurance:

- a) **Group Term Life Insurance Coverage:** You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.
- b) **Hospitalisation coverage:** 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+upto 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.

## Notes:

- a) Performance Incentive will not be payable if you have resigned and are serving notice period or are not on the company rolls on the date of disbursement
- b) Performance Incentive would be subject to Tax deduction as per Income Tax Act
- c) The Company reserves the right to amend, modify, rescind / reinstate the above mentioned schemes partly or completely at any point of time.

With Best Wishes,  
For Tech Mahindra Ltd.



Suchitra Kerkar  
Global Head – Human Resource

Accepted by :

Location :  
Date :

## **Annexure – B**

### **1) Employment Agreement**

#### **a) Code of Conduct**

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

#### **b) Secrecy**

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

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

**c) Employee data** – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### **d) Conflict of Interest**

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

#### **e) Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

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

**f) Exclusivity of Services, Publications, Gifts/Anti-bribery**

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

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

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavor to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

**g) Confidentiality / Non-Disclosure**

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

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

**h) Non-Disparagement Obligations**

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.



## 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

## 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **60** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to

terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is miss-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

#### 5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company

Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## **6. Personal Indebtedness**

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

## **7. Restraints Access to**

### **Information**

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

### **Authorization**

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

### **Smoking**

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

### **Passwords**

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

### **Unauthorized Software**

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

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of

the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

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

**(a) Destroying Papers & Material**

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

**(b) Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

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

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

**8. Overseas Service Agreement**

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

## 9. Intellectual Property Rights

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

## 10. Jurisdiction

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

## 11. Retirement

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

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

## 12. General

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

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the

Client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :

## Annexure- C - Medical Declaration

| MEDICAL DECLARATION FORM                 |  |  |  |
|--|--|--|--|
| Applicant ID <i>(To be filled by HR)</i> |  | Associate ID <i>(To be filled by HR)</i> |  |
| First Name:                              |  | Last Name:                               |  |
| Gender: Male / Female                    |  | Date of birth (DD/MM/YYYY)               |  |
|  |  | Blood Group                              |  |

### Candidate's Medical History:

| Candidate's Medical Details  | Yes | No | Please provide the details |
|--|-----|----|----------------------------|
| Do you have any defect or problem of vision?   |     |    |                            |
| Can you readily distinguish between the pigmentary colors?   |     |    |                            |
| Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?   |     |    |                            |
| Do you have any physical deformity / handicap?   |     |    |                            |
| Do you have any congenital disorder / abnormality?   |     |    |                            |
| Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness? |     |    |                            |
| Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?   |     |    |                            |
| Have you ever been disqualified on medical grounds from any previous employment opportunity?   |     |    |                            |



|   |  |  |  |
|---|--|--|--|
| Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months? |  |  |  |
| Have you had any form of critical illness or operation in the last two years?   |  |  |  |
| Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?                                     |  |  |  |

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

|   |                     |  |                 |
|---|---------------------|--|-----------------|
|   | Heart Attack        |  | Diabetes        |
|   | High Blood Pressure |  | Stroke          |
|   | Night Blindness     |  | Valve Disorders |
|   | Asthma              |  | Slipped disc    |
| Any other major disease/illness that you may be willing to disclose |                     |  |                 |

**Candidate's Declaration:**

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

**Signature:**

**Name:**

**Date:**

(DD/MM/YY)

## **Annexure – D – Checklist of the Documents**

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**, alongwith 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport  
*Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*
- (g) PAN Card and Proof of PAN Number  
*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*
- (h) Aadhaar Card  
*You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.*

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

## **Annexure E - Confidentiality Agreement**

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

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

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

- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

## **Annexure - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

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

### **(a) Intellectual Property Assignment**

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

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

### **(b) Restrictions after Termination**

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

WITNESSED

ACCEPTED

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## Annexure – G

### Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

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

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the



names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

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

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendent lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

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

**5. Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

**6. Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

**7. Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business

interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

**8. Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

**9. Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

**10. Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

**11. Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

**12. Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

**13. Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

**14. Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature

\_\_\_\_\_  
Name of Candidate

For and on Behalf Of  
**Tech Mahindra Limited**



**Suchitra Kerkar**  
**Global Head – Human Resource**

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.  
Date of Joining: \_\_\_\_\_  
Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate  
Name:





OFFER LETTER

Welcome to *Southernlands*,

I am pleased to offer you employment in the position of *software engineer* with *Southernlands*

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.



Ref: 7869521/1937231/Permt

Date: 09th January, 2021

Susmitha G

**Subject - Offer of Appointment**

Dear **Susmitha** ,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Technical Support** on **U1** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 259205 (Rupees Two Lakhs Fifty Nine Thousand Two Hundred And five Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **09th January, 2021** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Naresh Kumar G at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Naresh Kumar G** latest by **09th January, 2021**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **PS00551100@TechMahindra.com**)

**For Tech Mahindra Limited**



**Suchitra Kerkar**  
**Global Head – Human Resource**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

## Annexure - A

|  |  |
|--|--|
| NAME   | Susmitha   |
| TITLE  | Associate Technical Support                        |
| BAND   | U1   |
| LOCATION   | Hyderabad  |
| <b>COMPONENTS</b>  | <b>Per Annum</b><br>(All figures in Indian Rupees) |
| BASIC (@30% OF TOTAL FIXED PAY)  | 67147  |
| HRA (@70% OF BASIC)  | 47003  |
| TRANSPORT ALLOWANCE  | 12000  |
| BONUS / STATUTORY BONUS  | 13429  |
| EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)  | 8058   |
| EMPLOYER'S CONTRIBUTION TO ESI (3.25% OF TOTAL SALARY COMPONENTS)  | 7574   |
| PERSONAL PAY   | 68612  |
| <b>TOTAL FIXED PAY.....(A)</b>   | <b>223823</b>                                      |
| <b>TOTAL VARIABLE PAY (TVP).....(B)</b>  | <b>24869</b>                                       |
| <b>ADDITIONAL BENEFITS .....(C)</b>  | <b>10513</b>                                       |
| GRATUITY   | 3230   |
| INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)   | 7283   |
| <b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>  | <b>259205</b>                                      |
| Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -   |  |
| <b>i) *Transport Allowance:</b><br>- Applicable, only if company transport is not availed.   |  |
| <b>ii) **Payment of Bonus:</b> The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.   |  |
| <b>iii) ***Performance Incentive</b> would be payable to you starting from your Go Live Date. Maximum amount based on 100% performance; however, the actual payout shall be based on individual performance against set targets and / or performance of the organization. The Performance incentive will be paid-out as per existing company policy. |  |

**iv) Insurance:**

- a) Group Term Life Insurance Coverage:** You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.
- b) Hospitalisation coverage:** 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+upto 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.

**Notes:**

- a)** Performance Incentive will not be payable if you have resigned and are serving notice period or are not on the company rolls on the date of disbursement
- b)** Performance Incentive would be subject to Tax deduction as per Income Tax Act
- c)** The Company reserves the right to amend, modify, rescind / reinstate the above mentioned schemes partly or completely at any point of time.

**With Best Wishes,  
For Tech Mahindra Ltd.**



**Suchitra Kerkar  
Global Head – Human Resource**

**Accepted by :**

**Location :  
Date :**

## Annexure – B

### 1) Employment Agreement

#### a) Code of Conduct

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

#### b) Secrecy

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

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

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### d) Conflict of Interest

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

#### e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

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

**f) Exclusivity of Services, Publications, Gifts/Anti-bribery**

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

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

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavor to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

**g) Confidentiality / Non-Disclosure**

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

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

**h) Non-Disparagement Obligations**

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.



## 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

## 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **60** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to

terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is miss-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

#### 5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company

Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## **6. Personal Indebtedness**

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

## **7. Restraints Access to**

### **Information**

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

### **Authorization**

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

### **Smoking**

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

### **Passwords**

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

### **Unauthorized Software**

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

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of

the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

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

**(a) Destroying Papers & Material**

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

**(b) Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

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

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

**8. Overseas Service Agreement**

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

## 9. Intellectual Property Rights

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

## 10. Jurisdiction

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

## 11. Retirement

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

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

## 12. General

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

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the

Client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :

## Annexure- C - Medical Declaration

| MEDICAL DECLARATION FORM                 |  |  |  |
|--|--|--|--|
| Applicant ID <i>(To be filled by HR)</i> |  | Associate ID <i>(To be filled by HR)</i> |  |
| First Name:                              |  | Last Name:                               |  |
| Gender: Male / Female                    |  | Date of birth (DD/MM/YYYY)               |  |
|  |  | Blood Group                              |  |

### Candidate's Medical History:

| Candidate's Medical Details  | Yes | No | Please provide the details |
|--|-----|----|----------------------------|
| Do you have any defect or problem of vision?   |     |    |                            |
| Can you readily distinguish between the pigmentary colors?   |     |    |                            |
| Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?   |     |    |                            |
| Do you have any physical deformity / handicap?   |     |    |                            |
| Do you have any congenital disorder / abnormality?   |     |    |                            |
| Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness? |     |    |                            |
| Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?   |     |    |                            |
| Have you ever been disqualified on medical grounds from any previous employment opportunity?   |     |    |                            |



|   |  |  |  |
|---|--|--|--|
| Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months? |  |  |  |
| Have you had any form of critical illness or operation in the last two years?   |  |  |  |
| Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?                                     |  |  |  |

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

|   |                     |  |                 |
|---|---------------------|--|-----------------|
|   | Heart Attack        |  | Diabetes        |
|   | High Blood Pressure |  | Stroke          |
|   | Night Blindness     |  | Valve Disorders |
|   | Asthma              |  | Slipped disc    |
| Any other major disease/illness that you may be willing to disclose |                     |  |                 |

**Candidate's Declaration:**

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

**Signature:**

**Name:**

**Date:**

(DD/MM/YY)

## **Annexure – D – Checklist of the Documents**

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**, alongwith 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport  
*Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*
- (g) PAN Card and Proof of PAN Number  
*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*
- (h) Aadhaar Card  
*You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.*

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

## **Annexure E - Confidentiality Agreement**

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

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

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

- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

## **Annexure - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

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

### **(a) Intellectual Property Assignment**

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

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

### **(b) Restrictions after Termination**

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

WITNESSED

ACCEPTED

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## Annexure – G

### Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

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

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the



names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

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

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendent lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

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

**5. Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

**6. Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

**7. Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business

interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

**8. Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

**9. Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

**10. Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

**11. Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

**12. Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

**13. Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

**14. Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature

\_\_\_\_\_  
Name of Candidate

For and on Behalf Of  
**Tech Mahindra Limited**



**Suchitra Kerkar**  
**Global Head – Human Resource**

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.  
Date of Joining: \_\_\_\_\_  
Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate  
Name:





OFFER LETTER

Welcome to *Southernlands*,

I am pleased to offer you employment in the position of *software engineer* with *Southernlands*

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.





PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Budiga Aswhini

Dear Aswhini,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Budiga Aswhini

Dear Aswhini,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at HYDERABAD - GACHIBOWLI\_RO.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 21-Jun-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G-1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384229155**

Budiga Aswhini

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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**Reference No. - 1384229155**

Budiga Aswhini

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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: 4:

**Reference No. - 1384229155**

Budiga Aswhini

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

RAJNISH SINHA

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
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**Reference No. - 1384229155**

Budiga Aswhini

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 85,008/- (Rupees Eighty Five Thousand Eight only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.



**Reference No. - 1384229155**

Budiga Aswhini

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

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### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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**Remuneration Details**

Name : Budiga Aswhini

Position: **S1**

Group: OPERATIONS GROUP

|   | <b>S1</b>      |                 |
|---|----------------|-----------------|
|   | <b>Monthly</b> | <b>Annual</b>   |
| Basic   | 8,000          | 96,000          |
| HRA   | 4,000          | 48,000          |
| Supplementary Allowance *   | 7,084          | 85,008          |
| Superannuation Allowance  | 1,200          | 14,400          |
|   |                |                 |
| <b>Total</b>  | <b>20,284</b>  | <b>2,43,408</b> |
|   |                |                 |
| <b>Retirals</b>   |                |                 |
| Retirals (PF, Gratuity) ***   | 2,466          | 29,592          |
|   |                |                 |
| <b>Total Fixed</b>  | <b>22,750</b>  | <b>2,73,000</b> |
| Performance Linked Retention Pay #  | 2,167          | 26,004          |
|   |                |                 |
| <b>Total CTC</b>  | <b>24,917</b>  | <b>2,99,004</b> |
| * Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance<br>*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.<br># Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable. |                |                 |

**Date:** 08-Jun-2021

## OFFER LETTER



Date: 12/12/2020

Dear Mamatha,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.

## OFFER LETTER



Date: 12/12/2020

Dear Rajasri,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.

## OFFER LETTER



Date: 12/12/2020

Dear Ramya,

With reference to your application and subsequent interview with us, we are pleased to offer your services for the position of PHP Developer for three months of training period with stipend of Rs. 10000/- CTC per month. We would expect you to report on 16/07/2021.

You are requested to bring attested copies along with the original certificates at the time of joining,

1. 3 Passport Size photographs
2. All Relevant Copies of Educational Certificates along with Originals.
3. Residence Proof (1.Passport/2.Ele. Bill/3.Tele. Bill)
4. Physical fitness Certificate (Fitness, Vision, Blood group)

This letter is subject to receipt of satisfactory references.

Mr.Ravinder,  
HR Executive,  
GENPACT.

Date: 12-Jan-2021

**Personal & Confidential**

Saritha B (C602844)

**Offer of employment**

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Dear Saritha B ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



Soumya Pola

Senior Manager - HR

Internal Reference: JR-028218



A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

Terms and conditions**1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

Employee's Signature

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**

Date: 12-Jan-2021

**Personal & Confidential**

Soundarya R (C602844)

**Offer of employment**

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Dear Soundarya R ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

We are poised to take flight and enter a whole new trajectory of growth and delighted to offer you the position of Software Engineer (BAND B as per our internal levels), to join Cyient (referred to as Cyient or the Company) in this journey.

This offer is subject to your acceptance of the attached terms and conditions, please mail your acceptance of this offer to initiate the on-boarding process

**Total Compensation(Including Deferred Bonus) : INR 3,30,000 /- per annum.**

**Start date:** On or before 18-Jan-2021

**Place of Work:** Hyderabad, Madhapur  
**Address:** Plot No.11, Software Units Layout  
Infocity, Madhapur  
Hyderabad- 500081  
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Snehith ram Pappu from the Campus Connect Team at [Snehithram.Pappu@cyient.com](mailto:Snehithram.Pappu@cyient.com).

For Cyient Ltd.



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**Soumya Pola**  
**Senior Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Internal Reference: JR-028218

**Annexure - 1**  
**Compensation Structure of Laxmi Prasanna G , Software Engineer (BAND B)**

| Monthly Components                                    | Monthly       | Annualized      |
|---|---------------|-----------------|
| Basic Pay   | 12,600        | 1,51,200        |
| HRA   | 5,430         | 65,160          |
| Advance Bonus*  | 2,600         | 31,200          |
| <b>Gross Monthly Salary</b>                           | <b>20,630</b> | <b>2,47,560</b> |
| <b>Statutory Components</b>                           |               |                 |
| Company's contribution to ESI (3.25% of Gross Pay)    |               | 7,028           |
| Company's contribution to PF(12% of Basic)            |               | 18,144          |
| Gratuity(@ 4.81% of Basic pa, on completion of 5 yrs) |               | 7,273           |
| <b>Cost to the Company**</b>                          |               | <b>2,80,000</b> |

**Deferred bonus** - On successful completion of probation, you will be eligible to receive a bonus of INR 1,00,000/-Rupees One lakh rupees only) which will be paid in equal installments(i.e. 50,000 INR) on completion of 1st year & 2nd year at Cyient. You will need to be active as on the date of payout to be eligible to receive the amount. Associates serving notice period will not be eligible to receive the deferred bonus. This will be taxable as per IT rules.

Note: The Deferred bonus of INR 50,000/- will be added to total compensation in the merit cycle which falls after completion of 2 years with Cyient.

**Gross compensation per annum(Including Deferred Bonus) : ₹3,30,000 (Rupees Three Lakh Thirty Thousand Only).**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



**Soumya Pola**

**Senior Manager - HR**

Internal Reference: JR-028218



A ) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Internal Reference: JR-028218

**Terms and conditions****1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than **12 months** from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs.75,000/- (**Seventy Five thousand Rupees Only**). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not join in any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time-to-time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

While at work you are a brand ambassador for Cyient and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment and Career Enhancement Policy operational in the company. Performance reviews may or may not result in compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on each associate's profile, contributions, competencies, role, potential to shoulder higher responsibilities, and internal and external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered an impropriety and may lead to punitive action.

**15. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this employment is liable to be terminated.

**16. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

**17. Non-solicitation:**

During the term of employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee**

You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

The Company shall have the right to terminate your employment at any time by giving 60 days prior notice. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets and Exit Process.**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation or secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad.

**27. Contact information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**



Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Spandana,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

**(Spandana)**

**Human Resources**



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Nagula Srihitha

Dear Srihitha,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190G.1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

**Reference No. - 1384229155**

**Applicant ID - 5162550**

08-Jun-2021

Nagula Srihitha

Dear Srihitha,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at HYDERABAD - GACHIBOWLI\_RO.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 21-Jun-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384229155**

Nagula Srihitha

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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**Reference No. - 1384229155**

Nagula Srihitha

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

: 4:

**Reference No. - 1384229155**

Nagula Srihitha

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

RAJNISH SINHA

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Vadodara 390 007, India.

**Reference No. - 1384229155**

Nagula Srihitha

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 85,008/- (Rupees Eighty Five Thousand Eight only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

**Reference No. - 1384229155**

Nagula Srihitha

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

**ICICI Bank Limited**  
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### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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**Remuneration Details**

Name : Nagula Srihitha

Position: **S1**

Group: OPERATIONS GROUP

|   | <b>S1</b>      |                 |
|---|----------------|-----------------|
|   | <b>Monthly</b> | <b>Annual</b>   |
| Basic   | 8,000          | 96,000          |
| HRA   | 4,000          | 48,000          |
| Supplementary Allowance *   | 7,084          | 85,008          |
| Superannuation Allowance  | 1,200          | 14,400          |
| <b>Total</b>  | <b>20,284</b>  | <b>2,43,408</b> |
| <b>Retirals</b>   |                |                 |
| Retirals (PF, Gratuity) ***   | 2,466          | 29,592          |
| <b>Total Fixed</b>  | <b>22,750</b>  | <b>2,73,000</b> |
| Performance Linked Retention Pay #  | 2,167          | 26,004          |
| <b>Total CTC</b>  | <b>24,917</b>  | <b>2,99,004</b> |
| * Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance                                    |                |                 |
| *** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy. |                |                 |
| # Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.            |                |                 |

**Date:** 08-Jun-2021



Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Syamala,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

(Syamala)

**Human Resources**



Accenture Solutions Pvt Ltd,  
HiTech City,  
Hyderabad.

2/12/2020

Dear Vengamba,

**Sub: Letter of offer- Reg.**

With reference to the discussions we had with you, we, on behalf of **Accenture Solutions Pvt Ltd**, are pleased to offer you the position of '**Software Engineer**' and invite you to join **Accenture Solutions Pvt Ltd** family.

Your Cost to the Company (CTC) would be **Rs. 2, 00,000 (Two Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 5<sup>th</sup> June 2021 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **Accenture Solutions Pvt Ltd** family.

Thanking You.

For **Accenture Solutions Pvt Ltd**

Employment offer Accepted

**Vivek Kulakarni**

**(Vengamba)**

**Human Resources**



Infosys Limited  
Special Economic Zone, Unit - Unit1  
Survey No. 50(pt) Pocharam Village  
Singapore Township Post Office  
Ghatkesar Mandal, Rangareddy (Dist)  
Hyderabad 500 088, India  
www.infosys.com

Date: 11/12/2020

Dear Anusha,

**Subject: Offer of Employment**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a Role of '**Software Engineer**' with Infosys (the "Company") Your Role Designation will be **Junior Associate Consultant**.

Your location of reporting is **Hyderabad(SEZ), India** and the scheduled date of your joining the Company is **July 30 2021**

Your **Total Gross Salary** inclusive of Performance-linked Incentives will be Rs.**26,275** per month. This has been detailed in the Compensation Details sheet. For the purpose of clarification, your compensation details and related figures is dependent on your job band and personal band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

**01. Date of Commencement of Employment:**

Your employment with the Company shall commence on **July 30 , 2021**.

**02. Location:**

Your current location of employment shall be **Hyderabad(SEZ), India**. However, please note that the Company reserves the right to transfer its employees to any unit(s) / department(s) or office(s) of the Company or of its Affiliates and/or the office of the Company's customer ("Work Location"), other than the one an employee was initially hired to work for.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.





OFFER LETTER

Welcome to *Southernlands*,

I am pleased to offer you employment in the position of *software engineer* with *Southernlands*

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.



## Letter Confirmation of Job Offer

**Date:**

**Name of Applicant: Sodari Raspathi**

Dear **Sodari Raspathi**

We are pleased to offer you the position of sales executive at **Rubitech Global Solutions Pvt Ltd.**

Your job will commence on (completing graduation) and your starting salary will be 1.8Lpa To 2.4Lpa

We high ring for one of Vender **HDFC Company.**

Please report to HR Jahnavi on (11 May 2020) prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of **Rubitech Global Solutions Pvt Ltd** to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **Rubitech Global Solutions Pvt Ltd.**

If you have any questions of comments, please call me immediately.

Very truly yours,

HR Professional

**Ms. Jahnavi**







Infosys Limited  
Special Economic Zone, Unit - Unit1  
Survey No. 50(pt) Pocharam Village  
Singapore Township Post Office  
Ghatkesar Mandal, Rangareddy (Dist)  
Hyderabad 500 088, India  
www.infosys.com

Date: 11/12/2020

Dear *Shravani*,

**Subject: Offer of Employment**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a Role of '**Software Engineer**' with Infosys (the "Company") Your Role Designation will be **Junior Associate Consultant**.

Your location of reporting is **Hyderabad(SEZ), India** and the scheduled date of your joining the Company is **July 30 2021**

Your **Total Gross Salary** inclusive of Performance-linked Incentives will be Rs.**26,275** per month. This has been detailed in the Compensation Details sheet. For the purpose of clarification, your compensation details and related figures is dependent on your job band and personal band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

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**02. Location:**

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OFFER LETTER

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I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as *software engineer* will commence on *14/06/2021*

As *software engineer* , you will be entitled to a monthly starting remuneration of Rs 1,50,000/- (one lakh and fifty thousand rupees only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Southernlands* is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances ad benefits whatsoever decided by the management.



## Letter Confirmation of Job Offer

**Date:**

**Name of Applicant: Vemula Devi**

**Dear Vemula Devi**

We are pleased to offer you the position of sales executive at **Rubitech Global Solutions Pvt Ltd.**

Your job will commence on (completing graduation) and your starting salary will be 1.8Lpa To 2.4Lpa

We high ring for one of Vender **HDFC Company.**

Please report to HR Jahnavi on (11 May 2020) prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of **Rubitech Global Solutions Pvt Ltd** to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **Rubitech Global Solutions Pvt Ltd.**

If you have any questions of comments, please call me immediately.

Very truly yours,

HR Professional

**Ms. Jahnavi**

