



PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

5.2.1: Percentage of placement of outgoing students and students progressing to higher education during the AY: 2019-2020

Year	Name of student placed / enrolling into higher education and contact details	Program graduated from	Name of the employer with contact details / Name of institution joined	Pay package at appointment (In INR per annum) (applicable for students who got placement) / Name of program admitted to (applicable for students who progressed to higher education)
2019-2020	ANJALI	CIVIL	GENPACT hr@genpact.com	1.8LPA
2019-2020	CHITTI	CIVIL	GENPACT hr@genpact.com	1.8LPA
2019-2020	K SHIVALAXMI	CIVIL	GENPACT hr@genpact.com	1.8LPA
2019-2020	GUGULOTH ANITHA	CIVIL	GENPACT hr@genpact.com	1.8LPA
2019-2020	PRIYANKA	CIVIL	CYIENT LTD	3.3LPA
2019-2020	HARIPRIYA	CIVIL	CYIENT LTD	3.3LPA
2019-2020	GANGAPUR ARUNA	CIVIL	CYIENT LTD	3.3LPA
2019-2020	B.LALITHA	CIVIL	CYIENT LTD	3.3LPA
2019-2020	RAMAGIRI SIRISHA	CIVIL	CYIENT LTD	3.3LPA
2019-2020	L MOUNIKA	CIVIL	CYIENT LTD	3.3LPA
2019-2020	ARUNA KUMARI	CIVIL	ACCENTURE Campus.offerletter@accenture.com	1.6LPA
2019-2020	P SHARADHA	CIVIL	ACCENTURE Campus.offerletter@accenture.com	1.6LPA
2019-2020	A VANDANA	CIVIL	ACCENTURE Campus.offerletter@accenture.com	1.6LPA
2019-2020	MAMATHA	CIVIL	Southern land http://www.southernland.com	4.2LPA
2019-2020	G VENNELA	CIVIL	Southern land http://www.southernland.com	4.2LPA
2019-2020	R NIROSHA	CIVIL	Southern land http://www.southernland.com	4.2LPA

2019-2020	VANITHA	CIVIL	UNOCAREER Raparla@unocareer.com	2.4LPA
2019-2020	PRAVALIKA	CIVIL	UNOCAREER Raparla@unocareer.com	2.4LPA
2019-2020	AKULA PRIYA	CIVIL	UNOCAREER Raparla@unocareer.com	2.4LPA
2019-2020	G.SINDHUJA	ECE	INFOSYS info@infosys.com	3.2LPA
2019-2020	T.SHAILAJA	ECE	INFOSYS info@infosys.com	3.2LPA
2019-2020	B.SRAVANTHI	ECE	INFOSYS info@infosys.com	3.2LPA
2019-2020	K.MANISHA	ECE	INFOSYS info@infosys.com	3.2LPA
2019-2020	S.SAI SWETHA	ECE	TCS Careers@tcs.com	3.3LPA
2019-2020	B.KALYANI	ECE	TCS Careers@tcs.com	3.3LPA
2019-2020	K.RACHANA	ECE	GENPACT hr@genpact.com	1.8LPA
2019-2020	V.SREEMEGHANA	ECE	GENPACT hr@genpact.com	1.8LPA
2019-2020	B.PREMALATHA	ECE	GENPACT hr@genpact.com	1.8LPA
2019-2020	M.SUREKHA	ECE	GENPACT hr@genpact.com	1.8LPA
2019-2020	N.ANUSHA	ECE	GENPACT hr@genpact.com	1.8LPA
2019-2020	G.VENNELA	ECE	GENPACT hr@genpact.com	1.8LPA
2019-2020	D.DIVYA	ECE	CYIENT Snehithram.Pappu@cyient.com	3.3LPA
2019-2020	K.DEEPIKA	ECE	CYIENT Snehithram.Pappu@cyient.com	3.3LPA
2019-2020	SHEK RESHMA	ECE	CYIENT Snehithram.Pappu@cyient.com	3.3LPA
2019-2020	S.APARNA REDDY	ECE	CYIENT Snehithram.Pappu@cyient.com	3.3LPA
2019-2020	K.HEMALATHA	ECE	CYIENT Snehithram.Pappu@cyient.com	3.3LPA
2019-2020	R.MAMATHA	ECE	ACCENTURE Campus.offerletter@accenture.com	1.6LPA

2019-2020	P.GEETANJALI	ECE	ACCENTURE Campus.offerletter@accen ture.com	1.6LPA
2019-2020	J.SUHASINI	ECE	ACCENTURE Campus.offerletter@accen ture.com	1.6LPA
2019-2020	M.SANDHYA	ECE	ACCENTURE Campus.offerletter@accen ture.com	1.6LPA
2019-2020	Y.GAYATHRI	ECE	CAPGEMINI fresherhiring.in@capgemi ni.com	3.8LPA
2019-2020	B.BHAVANA	ECE	CAPGEMINI fresherhiring.in@capgemi ni.com	3.8LPA
2019-2020	L.SWAPNA	ECE	BYJUS	3LPA
2019-2020	K.HIMABINDU	ECE	BYJUS	3LPA
2019-2020	S.BAHULYA	ECE	BYJUS	3LPA
2019-2020	R.YAMUNA	ECE	BYJUS	3LPA
2019-2020	R.MAMATHA	ECE	BYJUS	3LPA
2019-2020	B.SUJATHA	ECE	CAPGEMINI fresherhiring.in@capgemi ni.com	3.8LPA
2019-2020	J VEENA KUMARI	EEE	GENPACT hr@genpact.com	1.8LPA
2019-2020	K JYOTHSNA	EEE	GENPACT hr@genpact.com	1.8LPA
2019-2020	B SWETHA	EEE	GENPACT hr@genpact.com	1.8LPA
2019-2020	M SAHITHYA	EEE	CYIENT Snehithram.Pappu@cyient .com	3.3LPA
2019-2020	G SRAVANTHI	EEE	CYIENT Snehithram.Pappu@cyient .com	3.3LPA
2019-2020	M NAVYA	EEE	CYIENT Snehithram.Pappu@cyient .com	3.3LPA
2019-2020	A MANISHA	EEE	CYIENT Snehithram.Pappu@cyient .com	3.3LPA
2019-2020	N SUSMITHA	EEE	ACCENTURE Campus.offerletter@accen ture.com	1.6LPA
2019-2020	M RAMA DEVI	EEE	ACCENTURE Campus.offerletter@accen ture.com	1.6LPA
2019-2020	N SUSMITHA	EEE	Southern land <a href="http://www.southernland.c
om">http://www.southernland.c om	4.2LPA

2019-2020	M KAVERI	EEE	Southern land http://www.southernland.com	4.2LPA
2019-2020	N SUSMITHA	EEE	People Tech Enterprises Private Limited	2.4ILPA
2019-2020	NOUREEN SABA	EEE	People Tech Enterprises Private Limited	2.4ILPA
2019-2020	K KARUNA	EEE	People Tech Enterprises Private Limited	2.4ILPA
2019-2020	B HEMALATHA	EEE	People Tech Enterprises Private Limited	2.4ILPA
2019-2020	MADDURI SUSHMITHA	CSE	GENPACT hr@genpact.com	1.8LPA
2019-2020	VEERAMALLA MALAVIKA	CSE	GENPACT hr@genpact.com	1.8LPA
2019-2020	MOTHKURI PRANAYA	CSE	GENPACT hr@genpact.com	1.8LPA
2019-2020	BAKI MAHESHWARI	CSE	GENPACT hr@genpact.com	1.8LPA
2019-2020	N. SUVARTHARANI	CSE	GENPACT hr@genpact.com	1.8LPA
2019-2020	SADAM MOUNIKA	CSE	GENPACT hr@genpact.com	1.8LPA
2019-2020	MALIGIREDDY SIRISHA	CSE	INFOSYS www.infosys.com	3.2LPA
2019-2020	CHENNAPWAR AKANKSHA	CSE	INFOSYS www.infosys.com	3.2LPA
2019-2020	SINDE TEJASHWINI	CSE	INFOSYS www.infosys.com	3.2LPA
2019-2020	SAMALA NAVYA	CSE	INFOSYS www.infosys.com	3.2LPA
2019-2020	ARPULA SHIRISHA	CSE	INFOSYS www.infosys.com	3.2LPA
2019-2020	PATLOLLA NAVYA VANI	CSE	INFOSYS www.infosys.com	3.2LPA
2019-2020	ANUMULA REVATHI	CSE	INFOSYS www.infosys.com	3.2LPA
2019-2020	SRIRAMULA SINDHUJA	CSE	TCS Careers@tcs.com	3.3LPA
2019-2020	GURJALA ANITHA	CSE	TCS Careers@tcs.com	3.3LPA
2019-2020	THATI RAMYATEJA	CSE	TCS Careers@tcs.com	3.3LPA
2019-2020	RIKKALA SHARMISHTA	CSE	TCS Careers@tcs.com	3.3LPA
2019-2020	NOOREEN BANU	CSE	TCS Careers@tcs.com	3.3LPA

2019-2020	ABBADI DEEPIKA	CSE	CYIENT Snehithram.Pappu@cyient.com	3.3LPA
2019-2020	KOLGURI ANJALI	CSE	CYIENT Snehithram.Pappu@cyient.com	3.3LPA
2019-2020	DEVANABOINA MOUNIKA	CSE	CYIENT Snehithram.Pappu@cyient.com	3.3LPA
2019-2020	BHUKYA DIVYABHARATHI	CSE	CYIENT Snehithram.Pappu@cyient.com	3.3LPA
2019-2020	JENNY MANEESHA	CSE	CYIENT Snehithram.Pappu@cyient.com	3.3LPA
2019-2020	CHINDAM SAI SRI	CSE	CYIENT Snehithram.Pappu@cyient.com	3.3LPA
2019-2020	KURELLA UDAYA	CSE	CYIENT Snehithram.Pappu@cyient.com	3.3LPA
2019-2020	ABBURI ANUSHA	CSE	ACCENTURE Campus.offerletter@accenture.com	2LPA
2019-2020	ATHMAKUR DIVYA	CSE	ACCENTURE Campus.offerletter@accenture.com	2LPA
2019-2020	MANCHALA RAMYA	CSE	CAPGEMINI fresherhiring.in@capgemini.com	3.8LPA
2019-2020	CHITTOJU RAJINI	CSE	CAPGEMINI fresherhiring.in@capgemini.com	2LPA
2019-2020	GUVVA SHIREESHA	CSE	CAPGEMINI fresherhiring.in@capgemini.com	2LPA
2019-2020	SHAISTA FATIMA	CSE	CAPGEMINI fresherhiring.in@capgemini.com	2LPA
2019-2020	GANTA DEEPIKA	CSE	CAPGEMINI fresherhiring.in@capgemini.com	2LPA
2019-2020	KURIMILLA RAVALI	CSE	southernland http://www.southernland.com	4.2LPA
2019-2020	GADANA VENA THIRUMALA	CSE	southernland http://www.southernland.com	4.2LPA
2019-2020	RAMAVATH SWAROOPA	CSE	southernland http://www.southernland.com	4.2LPA
2019-2020	ANUMANDLA SRAVANTHI	CSE	southernland http://www.southernland.com	4.2LPA

2019-2020	MALELA AMULYA	CSE	southernland http://www.southernland.com	4.2LPA
2019-2020	BANDARI NIKITHA	CSE	TECH MAHINDRA PS00551100@TechMahindra.com	2.5LPA
2019-2020	KHADIRABAD SHRAVANI	CSE	TECH MAHINDRA PS00551100@TechMahindra.com	2.5LPA
2019-2020	KATEPALLI SOWJANYA	CSE	TECH MAHINDRA PS00551100@TechMahindra.com	2.5LPA
2019-2020	RAPARTHI BRAHAMANI	CSE	JUST DIAL Anantha@justdial.com	2.9LPA
2019-2020	SAMALA SPANDANA	CSE	JUST DIAL Anantha@justdial.com	2.9LPA
2019-2020	GODALA SRILEKHA	CSE	JUST DIAL Anantha@justdial.com	2.9LPA
2019-2020	PAPANI ANILA	CSE	COGNIZANT TECHNOLOGY SOLUTIONS INDIA PVT.LTD	4.01LPA
2019-2020	V MOUNIKA	CSE	COGNIZANT TECHNOLOGY SOLUTIONS INDIA PVT.LTD	4.01LPA
2019-2020	VALLURI INDHUMATHI	CSE	COGNIZANT TECHNOLOGY SOLUTIONS INDIA PVT.LTD	4.01LPA
2019-2020	BAINDLA AMALA	CSE	COGNIZANT TECHNOLOGY SOLUTIONS INDIA PVT.LTD	4.01LPA

Date: 12-Jan-2020

Personal & Confidential

RAMAGIRISHIREESHA

Offer of employment

Dear RAMAGIRI SHIREESHA,

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-2020

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.



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 RAMAGIRI SHIREESHA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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:

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

24-Jan-2020

Dear **A.VANDANA,**

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company' or 'Accenture'), in our Accenture Operations Delivery Centers in India, **Hyderabad**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- Business Operations New Associate

Career Level- **13**

Sublevel-3

Talent Segment-**Program, Project & Service Mgmt**

Business Deal-Non Contact Center

Your annual total cash compensation will be **INR 185200** and will be structured as per the attached Annexure 1 'Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 160000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY18 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. The IPB is linked to your performance achievement and Company's performance. The IPB payouts can range from **0%** to **15.75%** of the eligible earning in FY18. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year. More details on the IPB programme will be communicated to you after joining. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the IPB programme guidelines.

On joining you may undergo a training program in our Accenture Operations Delivery Centers in India to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with Accenture are contingent upon you successfully completing the training program as per the satisfaction of Accenture. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 5.1 September 2019

1

Candidate's Signature __

Reference Id: f913d8d8-1f63-4ffe-a994-

9c505dd3d8b6_2 Signed By: Ramesh Lakshmanan
Krishnan

Ramesh Lakshmanan
Principal
PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500086

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Accenture will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Additionally, on the date of joining the Company, you would be required to sign and agree to the terms and conditions of a Service Agreement. As per the terms of the Service Agreement, in the event you choose to leave the Company, before the completion of **9 months** from the date of joining the Company, the Service Agreement amount of **INR 30,000/-** will be construed as debt due and payable by you to the Company. You will not be liable to make any payment of the aforementioned amount to Accenture under the Service Agreement if the termination of your employment is as a result of: a) Your redundancy; or
b) Your dismissal for any other reason (other than in circumstances where Accenture is entitled to and does dismiss you for misconduct, absenteeism or any material breach of your contract of employment or of Accenture policies); or
c) Your resignation on the basis that you are no longer able to work because of long term ill-health or disability (upon submission of relevant document of proof).

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

A.VANDANA, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **anuvita.bajpai** at **9493936695** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Ramesh K
Lead 'Accenture Operations Delivery Centers in India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

Candidate's signature_____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
Annual(INR)		
(A) Annual Fixed Compensation*	INR 160000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	15.75%
Annual Total earning potential (A+B)	Min.	Max.
	INR 160000	INR 185200

*** Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.**

Note: For International Worker Only*

'As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under :
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2019, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-'-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number.

Version 5.1 September 2019
Signature _____

6

Candidate's

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

24-Jan-2020

Dear **ARUNA KUMARI,**

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company' or 'Accenture'), in our Accenture Operations Delivery Centers in India, **Hyderabad**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- Business Operations New Associate

Career Level- **13**

Sublevel-3

Talent Segment-**Program, Project & Service Mgmt**

Business Deal-Non Contact Center

Your annual total cash compensation will be **INR 185200** and will be structured as per the attached Annexure 1 'Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 160000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY18 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. The IPB is linked to your performance achievement and Company's performance. The IPB payouts can range from **0%** to **15.75%** of the eligible earning in FY18. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year. More details on the IPB programme will be communicated to you after joining. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the IPB programme guidelines.

On joining you may undergo a training program in our Accenture Operations Delivery Centers in India to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with Accenture are contingent upon you successfully completing the training program as per the satisfaction of Accenture. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 5.1 September 2019

1

Candidate's Signature __

Reference Id: f913d8d8-1f63-4ffe-a994-9c505dd3d8b6_2 Signed By: Ramesh Lakshmanan
Krishnan

Ramesh Lakshmanan
Principal
PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500086

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Accenture will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Additionally, on the date of joining the Company, you would be required to sign and agree to the terms and conditions of a Service Agreement. As per the terms of the Service Agreement, in the event you choose to leave the Company, before the completion of **9 months** from the date of joining the Company, the Service Agreement amount of **INR 30,000/-** will be construed as debt due and payable by you to the Company. You will not be liable to make any payment of the aforementioned amount to Accenture under the Service Agreement if the termination of your employment is as a result of: a) Your redundancy; or b) Your dismissal for any other reason (other than in circumstances where Accenture is entitled to and does dismiss you for misconduct, absenteeism or any material breach of your contract of employment or of Accenture policies); or c) Your resignation on the basis that you are no longer able to work because of long term ill-health or disability (upon submission of relevant document of proof).

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

ARUNA KUMARI, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call

anuvita.bajpai at **9493936695** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Ramesh K

Lead 'Accenture Operations Delivery Centers in India

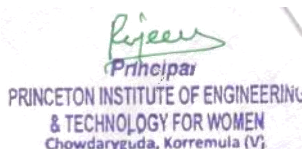
ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

Candidate's signature _____

Version 5.1 September 2019



Candidate's Signature

Following the implementation to the GST regulations with effect from July 1st 2019, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number.

Version 5.1 September 2019
Signature _____

6

Candidate's

Date: 12-Jan-2020

Personal & Confidential

B.LALITHA

Offer of employment

Dear B.LALITHA,

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-2020

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.



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 B.LALITHA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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-2020

Personal & Confidential

GANGAPUR ARUNA

Offer of employment

Dear GANGAPUR ARUNA ,

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-2020

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.



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 GANGAPUR ARUNA , 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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.

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 - 10th Standard Mark Sheet
 - 12th Standard Mark Sheet
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- 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 it's 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-2020

Personal & Confidential

HARIPRIYA

Offer of employment

Dear HARIPRIYA ,

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-2020

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.



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 HARIPRIYA , 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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.

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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.

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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 it's 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-2020

Personal & Confidential

L.MOUNIKA

Offer of employment

Dear L.MOUNIKA ,

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-2020

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.



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 L.MOUNIKA , 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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.

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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.

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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.

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You will need to keep all information pertaining to Cyient and it's 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:

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

24-Jan-2020

Dear **P.SHARADHA,**

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company' or 'Accenture'), in our Accenture Operations Delivery Centers in India, **Hyderabad**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- Business Operations New Associate

Career Level- **13**

Sublevel-3

Talent Segment-**Program, Project & Service Mgmt**

Business Deal-Non Contact Center

Your annual total cash compensation will be **INR 185200** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 160000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY18 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. The IPB is linked to your performance achievement and Company's performance. The IPB payouts can range from **0%** to **15.75%** of the eligible earning in FY18. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year. More details on the IPB programme will be communicated to you after joining. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the IPB programme guidelines.

On joining you may undergo a training program in our Accenture Operations Delivery Centers in India to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with Accenture are contingent upon you successfully completing the training program as per the satisfaction of Accenture. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 5.1 September 2019

1

Candidate's Signature __

Reference Id: f913d8d8-1f63-4ffe-a994-9c505dd3d8b6_2 Signed By: Ramesh Lakshmanan
Krishnan

Ramesh Lakshmanan
Principal
PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500086

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Accenture will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Additionally, on the date of joining the Company, you would be required to sign and agree to the terms and conditions of a Service Agreement. As per the terms of the Service Agreement, in the event you choose to leave the Company, before the completion of **9 months** from the date of joining the Company, the Service Agreement amount of **INR 30,000/-** will be construed as debt due and payable by you to the Company. You will not be liable to make any payment of the aforementioned amount to Accenture under the Service Agreement if the termination of your employment is as a result of: a) Your redundancy; or
b) Your dismissal for any other reason (other than in circumstances where Accenture is entitled to and does dismiss you for misconduct, absenteeism or any material breach of your contract of employment or of Accenture policies); or
c) Your resignation on the basis that you are no longer able to work because of long term ill-health or disability (upon submission of relevant document of proof).

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

P.SHARADHA, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **anuvita.bajpai** at **9493936695** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Ramesh K
Lead 'Accenture Operations Delivery Centers in India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

Candidate's signature _____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
Annual(INR)		
(A) Annual Fixed Compensation*	INR 160000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	15.75%
Annual Total earning potential (A+B)	Min.	Max.
	INR 160000	INR 185200

*** Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.**

Note: For International Worker Only*

*As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under :
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2019, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-'-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number.

Version 5.1 September 2019
Signature _____

6

Candidate's

Date: 12-Jan-2020

Personal & Confidential

PRIYANKA

Offer of employment

Dear PRIYANKA,

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-2020

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.



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 PRIYANKA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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 & CONFIDENTIAL

Ms. A.Priya

Apr 30th, 2020

Princeton Institute of Engineering and
Technology for Women
Hyderabad, Telangana.

Letter of Appointment

Dear A.Priya,

We are pleased to confirm that you have been selected as a **Software Development Engineer**

During the selection process held at Princeton Institute of Engineering and Technology for Women on Mar 5, 2020. Welcome to the UnoCareer family. Here is your chance to dream, discover, design, deliver and be a part of a team that has set out to make a positive difference to the lives of young talent in India.

Your competencies, skills and knowledge are an asset to us and will help build UnoCareer as a world leader in enriching the careers of candidates.

Salary: Your compensation is targeted at a "Total Earning Opportunity" of **INR 2,40,000/- (Rupees Two Lakhs and forty thousand Only) per annum.**

We would like to share with you some Company standard practices and policies, to familiarize with the organization:

- 1. Probation:** You will initially be on probation for a period of three (3) months from the actual date of your joining. Your Employment status will be deemed confirmed in the regular service of the Company unless stated otherwise after the probation period. During the probation period, your services are liable to be dispensed with at any time by the Company giving you written notice of Thirty (30) Days and after the completion of your probation period it will be a notice of sixty (60) days, or by payment of base salary in lieu of notice. However, in the event of gross misconduct or commission of a serious breach by you, the Company is entitled to terminate your employment with immediate effect with or without prior notice.
- 2. Taxation:** The Company shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing your personal returns and comply with other requirements under the India tax laws.
- 3. Location and Transfer:** While your primary location is based out of Hyderabad, the Company may, in its business interests, transfer you to any of its other offices in India on such terms and conditions as are applicable at the date of transfer. You are also liable to be deputized to any work or assigned the work of any Associate/Sister Concerns, Subsidiaries or any other Firms with whom the company may make such arrangement or agreement
- 4. Termination:** We hope your association with the company will be a very long one. However, if you or the Company decides otherwise, the appointment may be terminated, as per the notice period days or on payment of base salary in lieu of notice. The Company reserves the right to terminate your employment summarily without notice or payment in lieu of notice if it has reasonable grounds to believe that you are

guilty of misconduct or negligence, or have committed any breach of the terms and conditions of this offer. Termination of your employment under this sub-paragraph shall be without prejudice to:

The Company's right to claim the actual damages it has suffered through this breach; and any other relief to which the Company may be entitled under contract, law or equity. Misconduct will include without limitation: Absence from service without prior notice in writing or without sufficient cause for seven days or more; Going on or abetting a strike in contravention of any law; or causing damage to the property of the Company.

5. **Whole time service/employment:** You, being in whole time service/employment of the Company, shall not engage or associate yourself directly/indirectly or in any other manner, whatsoever, in any other post or work part time or pursue any course of study without the prior permission of the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not undertake any work other than what has been assigned to you. You shall not directly or indirectly be connected with, concerned, employed or engaged in any other business or activities whatsoever, without the prior permission of the Company and shall not accept any emoluments, commission or honoraria whatsoever from any one.
6. Your working hours shall be such hours as the Company may from time to time deem appropriate and as may be necessary to achieve the purposes of the Company and shall include the hours from 9.00 a.m. to 6.00 p.m., or other periods specified by the Company from time-to-time, with a lunch break of 30 mins, Monday to Friday in each week. There is no entitlement to overtime payment. You will behave and conduct yourself in an orderly and dignified manner and shall not remain absent from the place of work without the prior permission of your supervisor.
7. Your employment is subject to your being medically and mentally fit at all times.
8. You will not at any time disclose or divulge except under legal obligation, any matter pertaining to the Company's affairs or that of a confidential nature which may come to your notice during the course of employment.
9. The duties and responsibilities entrusted to you have been fully set out by your manager and this may be subject to change from time to time according to the business needs.
10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct. Without being exhaustive and without prejudice to the general meaning of the term "misconduct", disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or one that lowers performance as compared to other employees of your category would be sufficient justification for the termination of your services.
11. Similarly, if in the opinion of the Company, you are negligent or ineffective in the performance of your duties or are found to be otherwise unreliable or of un-sober habits or immoral conduct or should you willfully disobey orders or be guilty of any misconduct as provided under the law; after giving an opportunity to explain yourself, your services may be terminated without notice or payment in lieu.
12. Please note that you have been appointed on the basis of your education and experience mentioned by you in your Application/Personal Data Form. In case the facts mentioned therein are found at any time to be incorrect, it will result in the termination of your employment, without any notice or salary in lieu thereof.

13. You shall inform in writing to the Company any change of address within a week from the change of the same; failing which any communication sent to you at your last recorded address shall be deemed to have been served on you.
14. In case of any dispute of any kind arising out of your employment or breach of contract, local Courts at the place of your last posting alone will have the jurisdiction in the matter.
15. This offer is also contingent on your signing and accepting the Employee Agreement and Personal Data Consent documents.
16. In case the above terms and conditions expressly mentioned are acceptable to you, please return the duplicate copy of this letter, duly signed in token of having understood and accepted the same. This letter will not be valid if your acceptance is not received by us within ten days of the receipt of this letter.
17. **Acceptance of our Offer:** You shall join latest by **August 3rd 2020** (or whichever date that you will be available subsequent to your final exams). Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter within five (5) working days from date of receiving this letter, otherwise this offer shall be deemed withdrawn, unless it has been extended in writing by an authorized executive of the Company.

Dear **A.Priya**,

UnoCareer congratulates you on being selected in our campus placement drive and wishes you a very successful career!

For UnoCareer Services Private Limited



Rao Raparla
(Co-
Founder)

**Mr. Student
Acceptance**

I have read, understood and accept the position and terms and conditions of employment offered. The following documents have been attached for your records or shall be provided to the Company on _____.

- Copy of Educational Certificates & PAN Card
- PAN Number

Signature:

Date:

Name:

Pijee
Principal

PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084

OFFER LETTER

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Anjali,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Chitti,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear ANITHA,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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

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 *12/06/2020*

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 and benefits whatsoever decided by the management.



OFFER LETTER

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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 *12/06/2020*

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PRIVATE & CONFIDENTIAL

Ms. Pravalika

Apr 30th, 2020

Princeton Institute of Engineering and
Technology for Women
Hyderabad, Telangana.

Letter of Appointment

Dear **Pravalika**,

We are pleased to confirm that you have been selected as a **Software Development Engineer**

During the selection process held at Princeton Institute of Engineering and Technology for Women on Mar 5, 2020. Welcome to the UnoCareer family. Here is your chance to dream, discover, design, deliver and be a part of a team that has set out to make a positive difference to the lives of young talent in India.

Your competencies, skills and knowledge are an asset to us and will help build UnoCareer as a world leader in enriching the careers of candidates.

Salary: Your compensation is targeted at a "Total Earning Opportunity" of **INR 2,40,000/- (Rupees Two Lakhs and forty thousand Only) per annum.**

We would like to share with you some Company standard practices and policies, to familiarize with the organization:

- 1. Probation:** You will initially be on probation for a period of three (3) months from the actual date of your joining. Your Employment status will be deemed confirmed in the regular service of the Company unless stated otherwise after the probation period. During the probation period, your services are liable to be dispensed with at any time by the Company giving you written notice of Thirty (30) Days and after the completion of your probation period it will be a notice of sixty (60) days, or by payment of base salary in lieu of notice. However, in the event of gross misconduct or commission of a serious breach by you, the Company is entitled to terminate your employment with immediate effect with or without prior notice.
- 2. Taxation:** The Company shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing your personal returns and comply with other requirements under the India tax laws.
- 3. Location and Transfer:** While your primary location is based out of Hyderabad, the Company may, in its business interests, transfer you to any of its other offices in India on such terms and conditions as are applicable at the date of transfer. You are also liable to be deputized to any work or assigned the work of any Associate/Sister Concerns, Subsidiaries or any other Firms with whom the company may make such arrangement or agreement
- 4. Termination:** We hope your association with the company will be a very long one. However, if you or the Company decides otherwise, the appointment may be terminated, as per the notice period days or on payment of base salary in lieu of notice. The Company reserves the right to terminate your employment summarily without notice or payment in lieu of notice if it has reasonable grounds to believe that you are

guilty of misconduct or negligence, or have committed any breach of the terms and conditions of this offer. Termination of your employment under this sub-paragraph shall be without prejudice to:

The Company's right to claim the actual damages it has suffered through this breach; and any other relief to which the Company may be entitled under contract, law or equity. Misconduct will include without limitation: Absence from service without prior notice in writing or without sufficient cause for seven days or more; Going on or abetting a strike in contravention of any law; or causing damage to the property of the Company.

5. **Whole time service/employment:** You, being in whole time service/employment of the Company, shall not engage or associate yourself directly/indirectly or in any other manner, whatsoever, in any other post or work part time or pursue any course of study without the prior permission of the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not undertake any work other than what has been assigned to you. You shall not directly or indirectly be connected with, concerned, employed or engaged in any other business or activities whatsoever, without the prior permission of the Company and shall not accept any emoluments, commission or honoraria whatsoever from any one.
6. Your working hours shall be such hours as the Company may from time to time deem appropriate and as may be necessary to achieve the purposes of the Company and shall include the hours from 9.00 a.m. to 6.00 p.m., or other periods specified by the Company from time-to-time, with a lunch break of 30 mins, Monday to Friday in each week. There is no entitlement to overtime payment. You will behave and conduct yourself in an orderly and dignified manner and shall not remain absent from the place of work without the prior permission of your supervisor.
7. Your employment is subject to your being medically and mentally fit at all times.
8. You will not at any time disclose or divulge except under legal obligation, any matter pertaining to the Company's affairs or that of a confidential nature which may come to your notice during the course of employment.
9. The duties and responsibilities entrusted to you have been fully set out by your manager and this may be subject to change from time to time according to the business needs.
10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct. Without being exhaustive and without prejudice to the general meaning of the term "misconduct", disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or one that lowers performance as compared to other employees of your category would be sufficient justification for the termination of your services.
11. Similarly, if in the opinion of the Company, you are negligent or ineffective in the performance of your duties or are found to be otherwise unreliable or of un-sober habits or immoral conduct or should you willfully disobey orders or be guilty of any misconduct as provided under the law; after giving an opportunity to explain yourself, your services may be terminated without notice or payment in lieu.
12. Please note that you have been appointed on the basis of your education and experience mentioned by you in your Application/Personal Data Form. In case the facts mentioned therein are found at any time to be incorrect, it will result in the termination of your employment, without any notice or salary in lieu thereof.

13. You shall inform in writing to the Company any change of address within a week from the change of the same; failing which any communication sent to you at your last recorded address shall be deemed to have been served on you.
14. In case of any dispute of any kind arising out of your employment or breach of contract, local Courts at the place of your last posting alone will have the jurisdiction in the matter.
15. This offer is also contingent on your signing and accepting the Employee Agreement and Personal Data Consent documents.
16. In case the above terms and conditions expressly mentioned are acceptable to you, please return the duplicate copy of this letter, duly signed in token of having understood and accepted the same. This letter will not be valid if your acceptance is not received by us within ten days of the receipt of this letter.
17. **Acceptance of our Offer:** You shall join latest by **August 3rd 2020** (or whichever date that you will be available subsequent to your final exams). Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter within five (5) working days from date of receiving this letter, otherwise this offer shall be deemed withdrawn, unless it has been extended in writing by an authorized executive of the Company.

Dear **Pravalika**,

UnoCareer congratulates you on being selected in our campus placement drive and wishes you a very successful career!

For UnoCareer Services Private Limited



Rao Raparla
(Co-
Founder)

**Mr. Student
Acceptance**

I have read, understood and accept the position and terms and conditions of employment offered. The following documents have been attached for your records or shall be provided to the Company on _____.

- Copy of Educational Certificates & PAN Card
- PAN Number

Signature:

Date:

Name:

Pijee
Principal

PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084



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 *12/06/2020*

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 and benefits whatsoever decided by the management.

OFFER LETTER

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear K.SHIVALAXMI,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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 & CONFIDENTIAL

Ms. Vanitha

Apr 30th, 2020

Princeton Institute of Engineering and
Technology for Women
Hyderabad, Telangana.

Letter of Appointment

Dear **Vanitha**,

We are pleased to confirm that you have been selected as a **Software Development Engineer**

During the selection process held at Princeton Institute of Engineering and Technology for Women on Mar 5, 2020. Welcome to the UnoCareer family. Here is your chance to dream, discover, design, deliver and be a part of a team that has set out to make a positive difference to the lives of young talent in India.

Your competencies, skills and knowledge are an asset to us and will help build UnoCareer as a world leader in enriching the careers of candidates.

Salary: Your compensation is targeted at a "Total Earning Opportunity" of **INR 2,40,000/- (Rupees Two Lakhs and forty thousand Only) per annum.**

We would like to share with you some Company standard practices and policies, to familiarize with the organization:

- 1. Probation:** You will initially be on probation for a period of three (3) months from the actual date of your joining. Your Employment status will be deemed confirmed in the regular service of the Company unless stated otherwise after the probation period. During the probation period, your services are liable to be dispensed with at any time by the Company giving you written notice of Thirty (30) Days and after the completion of your probation period it will be a notice of sixty (60) days, or by payment of base salary in lieu of notice. However, in the event of gross misconduct or commission of a serious breach by you, the Company is entitled to terminate your employment with immediate effect with or without prior notice.
- 2. Taxation:** The Company shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing your personal returns and comply with other requirements under the India tax laws.
- 3. Location and Transfer:** While your primary location is based out of Hyderabad, the Company may, in its business interests, transfer you to any of its other offices in India on such terms and conditions as are applicable at the date of transfer. You are also liable to be deputized to any work or assigned the work of any Associate/Sister Concerns, Subsidiaries or any other Firms with whom the company may make such arrangement or agreement
- 4. Termination:** We hope your association with the company will be a very long one. However, if you or the Company decides otherwise, the appointment may be terminated, as per the notice period days or on payment of base salary in lieu of notice. The Company reserves the right to terminate your employment summarily without notice or payment in lieu of notice if it has reasonable grounds to believe that you are

guilty of misconduct or negligence, or have committed any breach of the terms and conditions of this offer. Termination of your employment under this sub-paragraph shall be without prejudice to:

The Company's right to claim the actual damages it has suffered through this breach; and any other relief to which the Company may be entitled under contract, law or equity. Misconduct will include without limitation: Absence from service without prior notice in writing or without sufficient cause for seven days or more; Going on or abetting a strike in contravention of any law; or causing damage to the property of the Company.

5. **Whole time service/employment:** You, being in whole time service/employment of the Company, shall not engage or associate yourself directly/indirectly or in any other manner, whatsoever, in any other post or work part time or pursue any course of study without the prior permission of the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not undertake any work other than what has been assigned to you. You shall not directly or indirectly be connected with, concerned, employed or engaged in any other business or activities whatsoever, without the prior permission of the Company and shall not accept any emoluments, commission or honoraria whatsoever from any one.
6. Your working hours shall be such hours as the Company may from time to time deem appropriate and as may be necessary to achieve the purposes of the Company and shall include the hours from 9.00 a.m. to 6.00 p.m., or other periods specified by the Company from time-to-time, with a lunch break of 30 mins, Monday to Friday in each week. There is no entitlement to overtime payment. You will behave and conduct yourself in an orderly and dignified manner and shall not remain absent from the place of work without the prior permission of your supervisor.
7. Your employment is subject to your being medically and mentally fit at all times.
8. You will not at any time disclose or divulge except under legal obligation, any matter pertaining to the Company's affairs or that of a confidential nature which may come to your notice during the course of employment.
9. The duties and responsibilities entrusted to you have been fully set out by your manager and this may be subject to change from time to time according to the business needs.
10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct. Without being exhaustive and without prejudice to the general meaning of the term "misconduct", disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or one that lowers performance as compared to other employees of your category would be sufficient justification for the termination of your services.
11. Similarly, if in the opinion of the Company, you are negligent or ineffective in the performance of your duties or are found to be otherwise unreliable or of un-sober habits or immoral conduct or should you willfully disobey orders or be guilty of any misconduct as provided under the law; after giving an opportunity to explain yourself, your services may be terminated without notice or payment in lieu.
12. Please note that you have been appointed on the basis of your education and experience mentioned by you in your Application/Personal Data Form. In case the facts mentioned therein are found at any time to be incorrect, it will result in the termination of your employment, without any notice or salary in lieu thereof.

13. You shall inform in writing to the Company any change of address within a week from the change of the same; failing which any communication sent to you at your last recorded address shall be deemed to have been served on you.
14. In case of any dispute of any kind arising out of your employment or breach of contract, local Courts at the place of your last posting alone will have the jurisdiction in the matter.
15. This offer is also contingent on your signing and accepting the Employee Agreement and Personal Data Consent documents.
16. In case the above terms and conditions expressly mentioned are acceptable to you, please return the duplicate copy of this letter, duly signed in token of having understood and accepted the same. This letter will not be valid if your acceptance is not received by us within ten days of the receipt of this letter.
17. **Acceptance of our Offer:** You shall join latest by **August 3rd 2020** (or whichever date that you will be available subsequent to your final exams). Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter within five (5) working days from date of receiving this letter, otherwise this offer shall be deemed withdrawn, unless it has been extended in writing by an authorized executive of the Company.

Dear **Vanitha**,

UnoCareer congratulates you on being selected in our campus placement drive and wishes you a very successful career!

For UnoCareer Services Private Limited



Rao Raparla
(Co-
Founder)

**Mr. Student
Acceptance**

I have read, understood and accept the position and terms and conditions of employment offered. The following documents have been attached for your records or shall be provided to the Company on _____.

- Copy of Educational Certificates & PAN Card
- PAN Number

Signature:

Date:

Name:

Pijee
Principal

PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

24-Jan-2020

Dear **A.ANUSHA**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company' or 'Accenture'), in our Accenture Operations Delivery Centers in India, **Hyderabad**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- Business Operations New Associate

Career Level- **13**

Sublevel-3

Talent Segment-**Program, Project & Service Mgmt**

Business Deal-Non Contact Center

Your annual total cash compensation will be **INR 185200** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 160000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY18 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. The IPB is linked to your performance achievement and Company's performance. The IPB payouts can range from **0%** to **15.75%** of the eligible earning in FY18. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year. More details on the IPB programme will be communicated to you after joining. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the IPB programme guidelines.

On joining you may undergo a training program in our Accenture Operations Delivery Centers in India to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with Accenture are contingent upon you successfully completing the training program as per the satisfaction of Accenture. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 5.1 September 2019

1

Candidate's Signature __

Reference Id: f913d8d8-1f63-4ffe-a994-

9c505dd3d8b6_2 Signed By: Ramesh Lakshmanan

Krishnan

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Accenture will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Additionally, on the date of joining the Company, you would be required to sign and agree to the terms and conditions of a Service Agreement. As per the terms of the Service Agreement, in the event you choose to leave the Company, before the completion of **9 months** from the date of joining the Company, the Service Agreement amount of **INR 30,000/-** will be construed as debt due and payable by you to the Company. You will not be liable to make any payment of the aforementioned amount to Accenture under the Service Agreement if the termination of your employment is as a result of: a) Your redundancy; or b) Your dismissal for any other reason (other than in circumstances where Accenture is entitled to and does dismiss you for misconduct, absenteeism or any material breach of your contract of employment or of Accenture policies); or c) Your resignation on the basis that you are no longer able to work because of long term ill-health or disability (upon submission of relevant document of proof).

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

A.ANUSHA, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **anuvita.bajpai** at **9493936695** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.

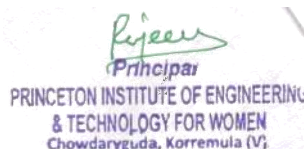
Yours sincerely,



Ramesh K
Lead 'Accenture Operations Delivery Centers in India

ACKNOWLEDGED AND AGREED:

[Insert full legal name] Candidate's signature _____
Date:



ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
Annual(INR)		
(A) Annual Fixed Compensation*	INR 160000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	15.75%
Annual Total earning potential (A+B)	Min.	Max.
	INR 160000	INR 185200

*** Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.**

Note: For International Worker Only*

*As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under :
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2019, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-'-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number.

Version 5.1 September 2019
Signature _____

6

Candidate's

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

24-Jan-2020

Dear **A.DIVYA**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company' or 'Accenture'), in our Accenture Operations Delivery Centers in India, **Hyderabad**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- Business Operations New Associate

Career Level- **13**

Sublevel-3

Talent Segment-**Program, Project & Service Mgmt**

Business Deal-Non Contact Center

Your annual total cash compensation will be **INR 185200** and will be structured as per the attached Annexure 1 'Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 160000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY18 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. The IPB is linked to your performance achievement and Company's performance. The IPB payouts can range from **0%** to **15.75%** of the eligible earning in FY18. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year. More details on the IPB programme will be communicated to you after joining. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the IPB programme guidelines.

On joining you may undergo a training program in our Accenture Operations Delivery Centers in India to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with Accenture are contingent upon you successfully completing the training program as per the satisfaction of Accenture. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 5.1 September 2019

1

Candidate's Signature __

Reference Id: f913d8d8-1f63-4ffe-a994-9c505dd3d8b6_2 Signed By: Ramesh Lakshmanan
Krishnan

Ramesh Lakshmanan
Principal
PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500086

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Accenture will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Additionally, on the date of joining the Company, you would be required to sign and agree to the terms and conditions of a Service Agreement. As per the terms of the Service Agreement, in the event you choose to leave the Company, before the completion of **9 months** from the date of joining the Company, the Service Agreement amount of **INR 30,000/-** will be construed as debt due and payable by you to the Company. You will not be liable to make any payment of the aforementioned amount to Accenture under the Service Agreement if the termination of your employment is as a result of: a) Your redundancy; or
b) Your dismissal for any other reason (other than in circumstances where Accenture is entitled to and does dismiss you for misconduct, absenteeism or any material breach of your contract of employment or of Accenture policies); or
c) Your resignation on the basis that you are no longer able to work because of long term ill-health or disability (upon submission of relevant document of proof).

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

A.DIVYA, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **anuvita.bajpai** at **9493936695** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Ramesh K
Lead 'Accenture Operations Delivery Centers in India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

Candidate's signature_____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
Annual(INR)		
(A) Annual Fixed Compensation*	INR 160000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	15.75%
Annual Total earning potential (A+B)	Min.	Max.
	INR 160000	INR 185200

*** Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.**

Note: For International Worker Only*

*As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under :
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2019, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-'-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number.

Version 5.1 September 2019
Signature _____

6

Candidate's



Capgemini Technology Services India Limited (Formerly known as IGATE Global Solutions Limited) IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,

Navi Mumbai – 400708, Maharashtra, India.

Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121

www.capgemini.com/in-en

Date: March 22, 2020

Ref No: HR/Campus/LO16154628/2

CH.Rajini

Princeton Institute of Engineering and Technology for Women

Letter of Intent ("LOI")

Dear CH.Rajini,

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

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

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

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

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

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

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

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India.

Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN



Page 1 of 3



Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you, Yours
Sincerely,

For & On Behalf of Capgemini

Puneet Kumra

Head - Fresher Hiring

Pijeev
Principal



ANNEXURE 1

CH.Rajini Analyst and

A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: CH.Rajini

Date: _____



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Navi Mumbai – 400708, Maharashtra, India.

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www.capgemini.com/in-en

Date: March 22, 2020

Ref No: HR/Campus/LO16154628/2

G.Deepika

Princeton Institute of Engineering and Technology for Women

Letter of Intent ("LOI")

Dear G.Deepika,

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

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For & On Behalf of Capgemini

Puneet Kumra

Head - Fresher Hiring

Pijeev
Principal



ANNEXURE 1

G.Deepika Analyst and

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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: G.Deepika

Date: _____



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www.capgemini.com/in-en

Date: March 22, 2020

Ref No: HR/Campus/LO16154628/2

G.Shireesha

Princeton Institute of Engineering and Technology for Women

Letter of Intent ("LOI")

Dear G.Shireesha,

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

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you, Yours
Sincerely,

For & On Behalf of Capgemini

Puneet Kumra

Head - Fresher Hiring



ANNEXURE 1

G.Shireesha Analyst

and A4

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For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: G.Shireesha

Date: _____



Capgemini Technology Services India Limited (Formerly known as IGATE Global Solutions Limited) IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,

Navi Mumbai – 400708, Maharashtra, India.

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www.capgemini.com/in-en

Date: March 22, 2020

Ref No: HR/Campus/LO16154628/2

M.Ramya

Princeton Institute of Engineering and Technology for Women

Letter of Intent ("LOI")

Dear M.Ramya,

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

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Principal
PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500086

Page 1 of 3



Upon joining Capgemini,

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Thanking you, Yours
Sincerely,

For & On Behalf of Capgemini

Puneet Kumra

Head - Fresher Hiring





ANNEXURE 1

M.Ramya Analyst and

A4

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Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: M.Ramya

Date: _____



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www.capgemini.com/in-en

Date: March 22, 2020

Ref No: HR/Campus/LO16154628/2

Shaista Fatima

Princeton Institute of Engineering and Technology for Women

Letter of Intent ("LOI")

Dear Shaista Fatima,

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

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

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2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you, Yours
Sincerely,

For & On Behalf of Capgemini

Puneet Kumra

Head - Fresher Hiring



ANNEXURE 1

Shaista Fatima Analyst

and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Shaista Fatima

Date: _____

Date: 12-Jan-2020

Personal & Confidential

ABBADI DEEPIKA

Offer of employment

Dear ABBADI DEEPIKA,

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-2020

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.



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 ABBADI DEEPIKA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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 B. AMALA,
B.Tech/B.E., Computer Science and Engineering
Princeton Institute of Engineering and Technology for Women



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:	B.AMALA	Designation:	Programmer Analyst Trainee
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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://onecognizant.cognizant.com>->Total Rewards App for more details

Date: 12-Jan-2020

Personal & Confidential

BUKYA DIVYABHARATHI

Offer of employment

Dear BUKYA DIVYABHARATHI,

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-2020

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.



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 BUKYA DIVYABHARATHI, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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.

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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.

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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.

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You will need to keep all information pertaining to Cyient and it's 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-2020

Personal & Confidential

CHINDAM SAI SRI

Offer of employment

Dear CHINDAM SAI SRI,

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-2020

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.



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 CHINDAM SAI SRI, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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-2020

Personal & Confidential

D.MOUNIKA

Offer of employment

Dear D.MOUNIKA,

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-2020

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.



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 D.MOUNIKA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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-2020

Personal & Confidential

JENNY MANISHA

Offer of employment

Dear JENNY MANISHA,

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-2020

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.



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 JENNY MANISHA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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-2020

Personal & Confidential

KOLGURI ANJALI

Offer of employment

Dear KOLGURI ANJALI,

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-2020

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.



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 KOLGURI ANJALI, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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.

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Employee's Signature

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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 PAPANI ANILA,
B.Tech/B.E., Computer Science and Engineering
Princeton Institute of Engineering and Technology for Women



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:	PAPANI ANILA	Designation:	Programmer Analyst Trainee
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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://onecognizant.cognizant.com>->Total Rewards App for more details

07-Jan-2020

Dear V.MOUNIKA,
B.Tech/B.E., Computer Science and Engineering
Princeton Institute of Engineering and Technology for Women



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.

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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: V.MOUNIKA 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
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*** 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.

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07-Jan-2020

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B.Tech/B.E., Computer Science and Engineering
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Please note

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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
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I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

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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://onecognizant.cognizant.com>->Total Rewards App for more details



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Ghatkesar Mandal, Rangareddy (Dist)
Hyderabad 500 088, India
www.infosys.com

Date: 08/01/2020

Dear Anumula Revathi,

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 2020**

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 , 2020**.

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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.





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Dear Arpula Shirisha,

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OFFER LETTER



Date: 12/12/2019

Dear Maheshwari,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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.
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This letter is subject to receipt of satisfactory references.

Mr.Ravinder,
HR Executive,
GENPACT.



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Date: 08/01/2020

Dear Chennapwar Akanksha,

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Date: 12-Jan-2020

Personal & Confidential

KURELLA UDAYA

Offer of employment

Dear KURELLA UDAYA,

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-2020

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.



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 KURELLA UDAYA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Pranaya,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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 LETTE

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Sushmitha,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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Mr.Ravinder,
HR Executive,
GENPACT.

OFFER LETTER



Date: 12/12/2019

Dear Mounika,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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Mr.Ravinder,
HR Executive,
GENPACT.

OFFER LETTER

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Suvartharani,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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Mr.Ravinder,
HR Executive,
GENPACT.

OFFER LETTER

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Malavika,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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Date: 08/01/2020

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Date: 08/01/2020

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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.



Date: 12-Jan-2020

Personal & Confidential

KURELLA UDAYA

Offer of employment

Dear KURELLA UDAYA,

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-2020

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.



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 KURELLA UDAYA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Pranaya,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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 LETTE

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Sushmitha,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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: 12/12/2019

Dear Mounika,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Suvartharani,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Malavika,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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

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 *12/06/2020*

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 and benefits whatsoever decided by the management.



OFFER LETTER

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21-10-2019

G.SRILEKHA
Hyderabad

Subject: **LETTER OF OFFER**

Dear Anjali,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **22-05-2020**.

The annual compensation calculated on Cost to Company will be **INR 290500/-**.

Details of your compensation are as follows:

S.No	Term	Salary	Total
1	First Six Months	Rs.19000 /-p.m.	114000
2	Revised Salary - After Six Months*	Rs.22500 /-p.m.	135000
	Performance Cum Retention Bonus**	Amount	
3	End of 6 Months - One month Salary	19000	19000
4	End of 12 Months - One month Salary	22500	22500
	Total CTC per annum		290500

***Revised Salary & Performance cum Retention Bonus (PCRB)** are paid subject to satisfactory performance report at the end of **6 months** and **12 months** after successful completion of probation in writing.

Your place of posting will be **Hyderabad**.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

You are requested to sign a copy of this letter as a token of acceptance.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Manjari Anantha
Head - Human Resources, Hyderabad

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	G.SRILEKHA	
Department	Sales	
Grade	G12	
Designation	Certified Internet Consultant	
Effective Date	22-05-2020	
CTC	290500/- per annum	
Pay structure	CTC	Revised CTC
Fixed Components		
Basic	5700	6750
House Rent Allowance (HRA)	3420	4050
Departmental Allowance	2375	2813
Desk Allowance	2375	2813
Personal Allowance	2104	2491
Salary (C1)	15974	18917
Statutory Components		
Employer PF Contribution	684	810
Employer ESIC Contribution	759	899
Benifits(c2)	1443	1709
Reimbursements		
Sodexo		
Conveyance Reimbursement		
Fuel Reimbursement		
Reimbursements(c3)	0	0
Statutory Bonus	1583	1874
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	19000	22500
Deductions		
Employee PF Contribution	684	810
Employee ESIC Contribution	280	332
Total Deductions (b)	964	1142
Net Take Home {a - b - C2}	16593	19649
Total CTC	19000	22500

* Net Take Home is subject to tax & other applicable deductions basis individual's salary structure.

Yours sincerely,
For Just Dial Limited

Manjari Anantha

Head - Human Resources, Hyderabad



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 *12/06/2020*

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 and 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: 08/01/2020

Dear Maligireddy Sirisha,

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 2020**

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, 2020**.

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.





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Singapore Township Post Office
Ghatkesar Mandal, Rangareddy (Dist)
Hyderabad 500 088, India
www.infosys.com

Date: 08/01/2020

Dear Patlolla Navya Vani,

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 2020**

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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.



21-10-2019

R.BARAHAMANI
Hyderabad

Subject: **LETTER OF OFFER**

Dear Anjali,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **22-05-2020**.

The annual compensation calculated on Cost to Company will be **INR 290500/-**.

Details of your compensation are as follows:

S.No	Term	Salary	Total
1	First Six Months	Rs.19000 /-p.m.	114000
2	Revised Salary - After Six Months*	Rs.22500 /-p.m.	135000
	Performance Cum Retention Bonus**	Amount	
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	Total CTC per annum		290500

***Revised Salary & Performance cum Retention Bonus (PCRB)** are paid subject to satisfactory performance report at the end of **6 months** and **12 months** after successful completion of probation in writing.

Your place of posting will be **Hyderabad**.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

You are requested to sign a copy of this letter as a token of acceptance.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Manjari Anantha
Head - Human Resources, Hyderabad

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	R.BARAHAMANI	
Department	Sales	
Grade	G12	
Designation	Certified Internet Consultant	
Effective Date	22-05-2020	
CTC	290500/- per annum	
Pay structure	CTC	Revised CTC
Fixed Components		
Basic	5700	6750
House Rent Allowance (HRA)	3420	4050
Departmental Allowance	2375	2813
Desk Allowance	2375	2813
Personal Allowance	2104	2491
Salary (C1)	15974	18917
Statutory Components		
Employer PF Contribution	684	810
Employer ESIC Contribution	759	899
Benifits(c2)	1443	1709
Reimbursements		
Sodexo		
Conveyance Reimbursement		
Fuel Reimbursement		
Reimbursements(c3)	0	0
Statutory Bonus	1583	1874
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	19000	22500
Deductions		
Employee PF Contribution	684	810
Employee ESIC Contribution	280	332
Total Deductions (b)	964	1142
Net Take Home {a - b - C2}	16593	19649
Total CTC	19000	22500

* Net Take Home is subject to tax & other applicable deductions basis individual's salary structure.

Yours sincerely,

For Just Dial Limited

Manjari Anantha

Head - Human Resources, Hyderabad



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Singapore Township Post Office
Ghatkesar Mandal, Rangareddy (Dist)
Hyderabad 500 088, India
www.infosys.com

Date: 08/01/2020

Dear Samala Navya,

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 2020**

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.

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Survey No. 50(pt) Pocharam Village
Singapore Township Post Office
Ghatkesar Mandal, Rangareddy (Dist)
Hyderabad 500 088, India
www.infosys.com

Date: 08/01/2020

Dear Sinda Tejashwini,

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 2020**

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 , 2020**.

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.



21-10-2019

S.SPANDANA
Hyderabad

Subject: LETTER OF OFFER

Dear Anjali,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **22-05-2020**.

The annual compensation calculated on Cost to Company will be **INR 290500/-**.

Details of your compensation are as follows:

S.No	Term	Salary	Total
1	First Six Months	Rs.19000 /-p.m.	114000
2	Revised Salary - After Six Months*	Rs.22500 /-p.m.	135000
	Performance Cum Retention Bonus**	Amount	
3	End of 6 Months - One month Salary	19000	19000
4	End of 12 Months - One month Salary	22500	22500
	Total CTC per annum		290500

***Revised Salary & Performance cum Retention Bonus (PCRB)** are paid subject to satisfactory performance report at the end of **6 months** and **12 months** after successful completion of probation in writing.

Your place of posting will be **Hyderabad**.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

You are requested to sign a copy of this letter as a token of acceptance.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Manjari Anantha
Head - Human Resources, Hyderabad

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	S.SPANDANA	
Department	Sales	
Grade	G12	
Designation	Certified Internet Consultant	
Effective Date	22-05-2020	
CTC	290500/- per annum	
Pay structure	CTC	Revised CTC
Fixed Components		
Basic	5700	6750
House Rent Allowance (HRA)	3420	4050
Departmental Allowance	2375	2813
Desk Allowance	2375	2813
Personal Allowance	2104	2491
Salary (C1)	15974	18917
Statutory Components		
Employer PF Contribution	684	810
Employer ESIC Contribution	759	899
Benifits(c2)	1443	1709
Reimbursements		
Sodexo		
Conveyance Reimbursement		
Fuel Reimbursement		
Reimbursements(c3)	0	0
Statutory Bonus	1583	1874
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	19000	22500
Deductions		
Employee PF Contribution	684	810
Employee ESIC Contribution	280	332
Total Deductions (b)	964	1142
Net Take Home {a - b - C2}	16593	19649
Total CTC	19000	22500

* Net Take Home is subject to tax & other applicable deductions basis individual's salary structure.

Yours sincerely,
For Just Dial Limited

Manjari Anantha

Head - Human Resources, Hyderabad

Ref: 7869521/1937231/Permt

Date: 09th January, 2020

Subject - Offer of Appointment

Dear **Bandari Nikitha**,

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, 2020** 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, 2020**.

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	Bandari Nikitha	
TITLE	Associate Technical Support	
BAND	U1	
LOCATION	Hyderabad	
COMPONENTS	Per Annum	
	(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:

- 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 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)

<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	Stroke
<input type="checkbox"/>	Night Blindness	<input type="checkbox"/>	Valve Disorders
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	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 >> 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:

Pijee
Principal

PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084



Offer: Computer Consultancy
Ref: TCSL/DT20222283445/Bangalore
Date: 03/05/2022

Dear GURJALA ANITHA,

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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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 basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- 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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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



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.

TCS Confidential

8

TCSL/DT00000000115



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 :



- *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.



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 Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global teamYours

Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath

Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	GURJALA ANITHA
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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)

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

Ref: 7869521/1937231/Permt

Date: 09th January, 2020

Subject - Offer of Appointment

Dear **Katepalli Sowjanya,**

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, 2020** 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, 2020**.

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	Katepalli Sowjanya	
TITLE	Associate Technical Support	
BAND	U1	
LOCATION	Hyderabad	
COMPONENTS	Per Annum	
	(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:

- 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 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)

<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	Stroke
<input type="checkbox"/>	Night Blindness	<input type="checkbox"/>	Valve Disorders
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	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 >> 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:

Pijee
Principal

PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084

Ref: 7869521/1937231/Permt

Date: 09th January, 2020

Subject - Offer of Appointment

Dear Khadirabad Shravani,

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, 2020** 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, 2020**.

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	Khadirabad Shravani	
TITLE	Associate Technical Support	
BAND	U1	
LOCATION	Hyderabad	
COMPONENTS		Per Annum (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:
- 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 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)

<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	Stroke
<input type="checkbox"/>	Night Blindness	<input type="checkbox"/>	Valve Disorders
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	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 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 >> 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:

Pijee
Principal

PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084



Offer: Computer Consultancy
Ref: TCSL/DT20222283445/Bangalore
Date: 03/05/2022

Dear NOOREEN BANU,

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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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 basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- 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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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



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.



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 :



- *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.



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 Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

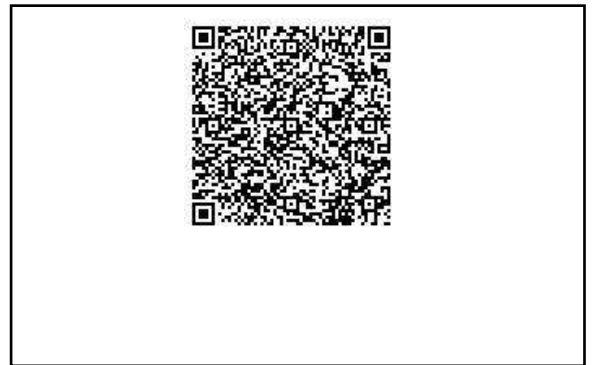
We look forward to having you in our global teamYours

Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath

Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	NOOREEN BANU
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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)

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



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



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 filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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 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 *12/06/2020*

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 and benefits whatsoever decided by the management.



Offer: Computer Consultancy
Ref: TCSL/DT20222283445/Bangalore
Date: 03/05/2022

Dear RIKKALA SHARMISHTA ,

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.



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 basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- 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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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



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.



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 :



- *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.



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 Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global teamYours

Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath

Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	RIKKALA SHARMISHTA
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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)

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



Annexure

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



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 filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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.



(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: 03/05/2022

Dear SRIRAMULA SINDHUJA,

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



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 basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- 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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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



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.



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 :



- *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.



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 Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global teamYours

Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath

Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	SRIRAMULA SINDHUJA
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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)

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



Annexure

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



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 filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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.

TATA CONSULTANCY SERVICES
 VYDEHI RC-1 BLOCK, 82, Eastern Expressway, Marol Narayan, Bangalore 560 066 India
 Tel: 91 80 6724 7000 Fax: 91 80 6724 7111 Email: careers@tcs.com Website: www.tcs.com
 Registered Office Nirmal Building, 27/28, Nariman Point, Mumbai 400 021
PRINCETON INSTITUTE OF ENGINEERING & TECHNOLOGY FOR WOMEN
 TCS Careers Service Center Chowdaryguda, Korremula (V), Ghatkesar (M), Medchal Dist, T S-500086



(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 of 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: 03/05/2022

Dear THATI RAMYATEJA,

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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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 basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- 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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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



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 :



- *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.



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 Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

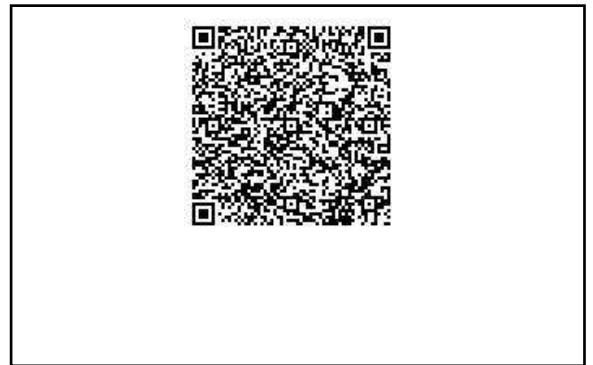
We look forward to having you in our global teamYours

Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath

Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	THATI RAMYATEJA
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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)

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



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



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 filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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.

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

24-Jan-2020

Dear **J.SUHASINI**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company' or 'Accenture'), in our Accenture Operations Delivery Centers in India, **Hyderabad**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- Business Operations New Associate

Career Level- **13**

Sublevel-3

Talent Segment-**Program, Project & Service Mgmt**

Business Deal-Non Contact Center

Your annual total cash compensation will be **INR 185200** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 160000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY18 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. The IPB is linked to your performance achievement and Company's performance. The IPB payouts can range from **0%** to **15.75%** of the eligible earning in FY18. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year. More details on the IPB programme will be communicated to you after joining. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the IPB programme guidelines.

On joining you may undergo a training program in our Accenture Operations Delivery Centers in India to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with Accenture are contingent upon you successfully completing the training program as per the satisfaction of Accenture. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 5.1 September 2019

1

Candidate's Signature __

Reference Id: f913d8d8-1f63-4ffe-a994-9c505dd3d8b6_2 Signed By: Ramesh Lakshmanan
Krishnan

Ramesh Lakshmanan
Principal
PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500086

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Accenture will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Additionally, on the date of joining the Company, you would be required to sign and agree to the terms and conditions of a Service Agreement. As per the terms of the Service Agreement, in the event you choose to leave the Company, before the completion of **9 months** from the date of joining the Company, the Service Agreement amount of **INR 30,000/-** will be construed as debt due and payable by you to the Company. You will not be liable to make any payment of the aforementioned amount to Accenture under the Service Agreement if the termination of your employment is as a result of: a) Your redundancy; or b) Your dismissal for any other reason (other than in circumstances where Accenture is entitled to and does dismiss you for misconduct, absenteeism or any material breach of your contract of employment or of Accenture policies); or c) Your resignation on the basis that you are no longer able to work because of long term ill-health or disability (upon submission of relevant document of proof).

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

J.SUHASINI, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **anuvita.bajpai** at **9493936695** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours sincerely,

Ramesh K
Lead 'Accenture Operations Delivery Centers in India

ACKNOWLEDGED AND AGREED:

_____ [Insert full legal name]

Date: _____

Candidate's signature _____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
Annual(INR)		
(A) Annual Fixed Compensation*	INR 160000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	15.75%
Annual Total earning potential (A+B)	Min.	Max.
	INR 160000	INR 185200

*** Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.**

Note: For International Worker Only*

*As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under :
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2019, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-'-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number.

Version 5.1 September 2019
Signature _____

6

Candidate's

Offer Letter

Name: K.HIMABINDU

Date: November 4, 2019

Dear Ms. **K.HIMABINDU**,

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:

- 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 **November 10, 2019**. Your work location would be **Bangalore – IBC Knowledgepark / 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.
- 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.
- 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).
- 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 : Rahul Raj (TNL201605108)
Role Location : Bangalore - IBC Knowledgepark / 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:

Pijee
Principal

PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084

Offer Letter

Name: L.SWAPNA

Date: November 4, 2019

Dear Ms. **L.SWAPNA**,

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:

- 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 **November 10, 2019**. Your work location would be **Bangalore – IBC Knowledgepark / 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.
- 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.
- 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).
- 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 : Rahul Raj (TNL201605108)
Role Location : Bangalore - IBC Knowledgepark / 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:

Pijee
Principal

PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

24-Jan-2020

Dear **M.SANDHYA**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company' or 'Accenture'), in our Accenture Operations Delivery Centers in India, **Hyderabad**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- Business Operations New Associate

Career Level- **13**

Sublevel-3

Talent Segment-**Program, Project & Service Mgmt**

Business Deal-Non Contact Center

Your annual total cash compensation will be **INR 185200** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 160000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY18 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. The IPB is linked to your performance achievement and Company's performance. The IPB payouts can range from **0%** to **15.75%** of the eligible earning in FY18. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year. More details on the IPB programme will be communicated to you after joining. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the IPB programme guidelines.

On joining you may undergo a training program in our Accenture Operations Delivery Centers in India to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with Accenture are contingent upon you successfully completing the training program as per the satisfaction of Accenture. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 5.1 September 2019

1

Candidate's Signature __

Reference Id: f913d8d8-1f63-4ffe-a994-9c505dd3d8b6_2 Signed By: Ramesh Lakshmanan
Krishnan

Ramesh Lakshmanan
Principal
PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500086

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Accenture will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Additionally, on the date of joining the Company, you would be required to sign and agree to the terms and conditions of a Service Agreement. As per the terms of the Service Agreement, in the event you choose to leave the Company, before the completion of **9 months** from the date of joining the Company, the Service Agreement amount of **INR 30,000/-** will be construed as debt due and payable by you to the Company. You will not be liable to make any payment of the aforementioned amount to Accenture under the Service Agreement if the termination of your employment is as a result of: a) Your redundancy; or
b) Your dismissal for any other reason (other than in circumstances where Accenture is entitled to and does dismiss you for misconduct, absenteeism or any material breach of your contract of employment or of Accenture policies); or
c) Your resignation on the basis that you are no longer able to work because of long term ill-health or disability (upon submission of relevant document of proof).

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

M.SANDHYA, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **anuvita.bajpai** at **9493936695** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Ramesh K
Lead 'Accenture Operations Delivery Centers in India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date: _____

Candidate's signature _____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
Annual(INR)		
(A) Annual Fixed Compensation*	INR 160000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	15.75%
Annual Total earning potential (A+B)	Min.	Max.
	INR 160000	INR 185200

*** Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.**

Note: For International Worker Only*

*As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under :
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2019, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-'-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number.

Version 5.1 September 2019
Signature _____

6

Candidate's

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

24-Jan-2020

Dear **P.GEETHANJALI**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company' or 'Accenture'), in our Accenture Operations Delivery Centers in India, **Hyderabad**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- Business Operations New Associate

Career Level- **13**

Sublevel-3

Talent Segment-**Program, Project & Service Mgmt**

Business Deal-Non Contact Center

Your annual total cash compensation will be **INR 185200** and will be structured as per the attached Annexure 1 'Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 160000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY18 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. The IPB is linked to your performance achievement and Company's performance. The IPB payouts can range from **0%** to **15.75%** of the eligible earning in FY18. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year. More details on the IPB programme will be communicated to you after joining. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the IPB programme guidelines.

On joining you may undergo a training program in our Accenture Operations Delivery Centers in India to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with Accenture are contingent upon you successfully completing the training program as per the satisfaction of Accenture. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 5.1 September 2019

1

Candidate's Signature __

Reference Id: f913d8d8-1f63-4ffe-a994-9c505dd3d8b6_2 Signed By: Ramesh Lakshmanan
Krishnan

Ramesh Lakshmanan
Principal
PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500086

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Accenture will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Additionally, on the date of joining the Company, you would be required to sign and agree to the terms and conditions of a Service Agreement. As per the terms of the Service Agreement, in the event you choose to leave the Company, before the completion of **9 months** from the date of joining the Company, the Service Agreement amount of **INR 30,000/-** will be construed as debt due and payable by you to the Company. You will not be liable to make any payment of the aforementioned amount to Accenture under the Service Agreement if the termination of your employment is as a result of: a) Your redundancy; or b) Your dismissal for any other reason (other than in circumstances where Accenture is entitled to and does dismiss you for misconduct, absenteeism or any material breach of your contract of employment or of Accenture policies); or c) Your resignation on the basis that you are no longer able to work because of long term ill-health or disability (upon submission of relevant document of proof).

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

P.GEETHANJALI, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call

anuvita.bajpai at **9493936695** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Ramesh K

Lead 'Accenture Operations Delivery Centers in India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

Candidate's signature _____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
Annual(INR)		
(A) Annual Fixed Compensation*	INR 160000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	15.75%
Annual Total earning potential (A+B)	Min.	Max.
	INR 160000	INR 185200

*** Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.**

Note: For International Worker Only*

'As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under :
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2019, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-'-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
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5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
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7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number.

Version 5.1 September 2019
Signature _____

6

Candidate's

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

24-Jan-2020

Dear **R.MAMATHA,**

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company' or 'Accenture'), in our Accenture Operations Delivery Centers in India, **Hyderabad**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- Business Operations New Associate

Career Level- **13**

Sublevel-3

Talent Segment-**Program, Project & Service Mgmt**

Business Deal-Non Contact Center

Your annual total cash compensation will be **INR 185200** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

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Version 5.1 September 2019

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Krishnan

Ramesh Lakshmanan
Principal
PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500086

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b) Your dismissal for any other reason (other than in circumstances where Accenture is entitled to and does dismiss you for misconduct, absenteeism or any material breach of your contract of employment or of Accenture policies); or
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R.MAMATHA, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **anuvita.bajpai** at **9493936695** should you have anything you would like to discuss further.

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Yours sincerely,



Ramesh K
Lead 'Accenture Operations Delivery Centers in India

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[Insert full legal name]

Date:

Candidate's signature_____

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 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
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Following the implementation to the GST regulations with effect from July 1st 2019, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

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I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

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2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number.

Version 5.1 September 2019
Signature _____

6

Candidate's

Offer Letter

Name: R.MAMATHA

Date: November 4, 2019

Dear Ms. **R.MAMATHA**,

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 **November 10, 2019**. Your work location would be **Bangalore – IBC Knowledgepark / 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 : Rahul Raj (TNL201605108)
Role Location : Bangalore - IBC Knowledgepark / 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:

Pijee
Principal

PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084

Offer Letter

Name: R.YAMUNA

Date: November 4, 2019

Dear Ms. **R.YAMUNA**,

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 **November 10, 2019**. Your work location would be **Bangalore – IBC Knowledgepark / 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 : Rahul Raj (TNL201605108)
Role Location : Bangalore - IBC Knowledgepark / 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:

Pijee
Principal

PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084

Offer Letter

Name: S.BAHULYA

Date: November 4, 2019

Dear Ms. **S.BAHULYA**,

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:

- 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 **November 10, 2019**. Your work location would be **Bangalore – IBC Knowledgepark / 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.
- 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.
- 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).
- 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 : Rahul Raj (TNL201605108)
Role Location : Bangalore - IBC Knowledgepark / 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:

Pijee
Principal

PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084



Capgemini Technology Services India Limited (Formerly known as IGATE Global Solutions Limited) IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,

Navi Mumbai – 400708, Maharashtra, India.

Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121

www.capgemini.com/in-en

Date: March 22, 2020

Ref No: HR/Campus/LO16154628/2

B.Bhavana

Princeton Institute of Engineering and Technology for Women

Letter of Intent ("LOI")

Dear B.Bhavana,

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

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

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

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

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

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

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

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India.

Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN



Page 1 of 3



Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you, Yours
Sincerely,

For & On Behalf of Capgemini

Puneet Kumra

Head - Fresher Hiring

Principal



ANNEXURE 1

B.Bhavana Analyst and

A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: B.Bhavana

Date: _____



Capgemini Technology Services India Limited (Formerly known as IGATE Global Solutions Limited) IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,

Navi Mumbai – 400708, Maharashtra, India.

Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121

www.capgemini.com/in-en

Date: March 22, 2020

Ref No: HR/Campus/LO16154628/2

B.Sujatha

Princeton Institute of Engineering and Technology for Women

Letter of Intent ("LOI")

Dear B.Sujatha,

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

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

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

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

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

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

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

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India.

Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN



Page 1 of 3



Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you, Yours
Sincerely,

For & On Behalf of Capgemini

Puneet Kumra

Head - Fresher Hiring

Pijeev
Principal



ANNEXURE 1

B.Sujatha Analyst and

A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: B.Sujatha

Date: _____

Date: 12-Jan-2020

Personal & Confidential

D.DIVYA

Offer of employment

Dear D.DIVYA,

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-2020

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.



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 D.DIVYA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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-2020

Personal & Confidential

K.DEEPIKA

Offer of employment

Dear K.DEEPIKA,

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-2020

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.



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 K.DEEPIKA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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.

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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 it's 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-2020

Personal & Confidential

K.HEMALATHA

Offer of employment

Dear K.HEMALATHA,

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-2020

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.



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 K.HEMALATHA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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-2020

Personal & Confidential

S.APARNA REDDY

Offer of employment

Dear S.APARNA REDDY,

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-2020

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.



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 S.APARNA REDDY, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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.

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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 it's 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-2020

Personal & Confidential

SHEIK RESHMA

Offer of employment

Dear SHEIK RESHMA,

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-2020

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.



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 SHEIK RESHMA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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.

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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.

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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 it's subsidiaries, customers and all stakeholders confidential. Please execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining.

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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:



Capgemini Technology Services India Limited (Formerly known as IGATE Global Solutions Limited) IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,

Navi Mumbai – 400708, Maharashtra, India.

Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121

www.capgemini.com/in-en

Date: March 22, 2020

Ref No: HR/Campus/LO16154628/2

Y.Gayathri

Princeton Institute of Engineering and Technology for Women

Letter of Intent ("LOI")

Dear Y.Gayathri,

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

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

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

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

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

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

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

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India.

Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN



Page 1 of 3



Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you, Yours
Sincerely,

For & On Behalf of Capgemini

Puneet Kumra

Head - Fresher Hiring



ANNEXURE 1

Y.Gayathri Analyst and

A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Y.Gayathri

Date: _____

OFFER LETTER

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Anusha,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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.



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: 08/01/2020

Dear B.Sravanthi,

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 2020**

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 , 2020**.

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.





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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: 08/01/2020

Dear G.Sindhuja,

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 2020**

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 , 2020**.

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.





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Hyderabad 500 088, India
www.infosys.com

Date: 08/01/2020

Dear K.Manisha,

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 2020**

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 , 2020**.

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



Date: 12/12/2019

Dear Premalatha,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear RACHANA,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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: 12/12/2019

Dear SREEMEGHANA,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Surekha,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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.



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Hyderabad 500 088, India
www.infosys.com

Date: 08/01/2020

Dear T.Shailaja,

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 2020**

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 , 2020**.

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

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Vennela,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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: Computer Consultancy
Ref: TCSL/DT20222283445/Bangalore
Date: 03/05/2022

Dear B.Kalyani,

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



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 basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- 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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TCSL/DT00000000115



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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TCSL/DT00000000115



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



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 :



- *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.



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 Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global teamYours

Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath

Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	B.Kalyani
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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)

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



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.



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.



Offer: Computer Consultancy
Ref: TCSL/DT20222283445/Bangalore
Date: 03/05/2022

Dear Sai Swetha Susarla,

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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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 basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- 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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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



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.

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

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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.

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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.

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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.

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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.



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.

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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.

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- 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
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- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :



- *There is no criminal offence registered/pending against you
- *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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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.



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



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

Name	Sai Swetha Susarla
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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)

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



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



2. Associate's Obligations

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

3. Intellectual Property Rights

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



(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.

Date: 12-Jan-2020

Personal & Confidential

A.MANISHA

Offer of employment

Dear A.MANISHA,

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-2020

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.



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 A.MANISHA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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

Dec 09, 2019

Dear **B.HEMALATHA,**

Congratulations! We are impressed with your performance in the interview and pleased to offer you employment with People Tech Group as **Junior Software Engineer**. You will be paid a commencing salary of **INR. 2.4 CTC per Annum**.

This offer is valid for 2 days from date of release of this offer letter to you. Please confirm your offer acceptance and willingness to join by signing the copy of this letter. Please note that your appointment is subject to clear verification of your previous employment credentials, references, completion of academic program, physical fitness and submission of all the required documents. Your offer stands void and revoked with or without notice for any lawful reason.

Your employment would be subject to the Terms & Conditions, policies of the company and would be clearly captured in your appointment letter.

Please note that it is essential to report on time in People Tech office on your joining day to complete the joining formalities and required documentation as specified.

Please bring/send the originals and a set of photocopies of the following documents:

1. All Education certificates and mark sheets. Photocopies should include both front and back of certificates.
2. The Relieving and Experience letter of your latest employer
3. Proof of Identity (PAN & AADHAR)
4. Valid Passport
5. 3 Passport size photographs
6. Form-16 (If applicable)

Note: If you have ever changed your name at any point in time, and for any reason whatsoever, please bring supporting documents for the same.

The Terms and Conditions of the offer are as follows:

PeopleTechEnterprisesPrivateLimited
Door No: D No. 1-80/1/L/NR/C/P, Plot # 76, Lumbini Avenue, Hitechcity,
Gachibowli Hyderabad-500089 Telephone:040 41239999

1. Your appointment is contingent upon satisfactory reference & background checks, including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
2. Your designation may be changed at the discretion of the Company depending on the work assigned to you and the requirement/business needs of the company.
3. Your employment with the company is at-will. If you are separating voluntarily, you are required to serve notice period of 60 days, failure to give you're the requisite notice two months salary has to be paid to company . Irrespective of any changes during your employment at the company, this at-will relationship is not intended to change, except when in a client facing assignment. At any stage of your employment with the company, if you are working on a client facing assignment or if you are in a role which requires knowledge transfer necessarily, you shall be required to conduct knowledge transfer before being relieved. While working on a client facing assignment, you or the Company may terminate your service at any time by giving 60 days of notice or one months' basic salary in lieu thereof except in some circumstances, based on the need and the client concerned, the company may require you to serve a period of 90 days for transition.
4. Upon your resignation, you are required to return all company's assets and property back to the relevant person(s)/department(s).
5. Your remuneration shall remain confidential and is to be strictly kept between yourself and the Company. You should be aware that your compensation is determined based on numerous factors such as your job, skills, specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
6. During your service with the Company you are expected to devote your time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
7. Any Information pertaining to company operations are to be treated as intellectual property and is bound by a confidentiality and a non-disclosure clause of your terms of employment. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
8. If any information furnished to the Company in pursuance to your application for employment or during the selection process is found at any time to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without any notice or compensation.
9. You shall abide by all the rules and regulations of the Company which are in force

PeopleTechEnterprisesPrivateLimited
Door No: D No. 1-80/1/L/NR/C/P, Plot # 76, Lumbini Avenue, Hitechcity,
Gachibowli Hyderabad-500089 Telephone:040 41239999


PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084

from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please acknowledge your acceptance.

Welcome to People Tech Group!

Date of Joining: **07-July-2020**

Sincerely,

Vijaya Lakshmi V.

B.HEMALATHA

Director-Operations

Date: **09-Dec-2019**

Encl: Annexure and Salary Break-up.

PeopleTechEnterprisesPrivateLimited
Door No: D No. 1-80/1/L/NR/C/P, Plot # 76, Lumbini Avenue, Hitechcity,
Gachibowli Hyderabad-500089 Telephone:040 41239999


PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084

COMPENSATION STRUCTURE

NAME : **B.HEMALATHA**
DESIGNATION : **Junior Software Engineer**
LOCATION : **Hyderabad.**

Salary Structure		
Head of Allowance	Per Month	Per Annum
A. Fixed Component :		
Basic Pay	5,500	66,000
HRA	2,750	33,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Special Allowance	4,465	53,580
Advance Bonus	1100	13,200
Company PF Contributions	1,669	20,028
Total Monthly Gross	18,333	220,000
B. Variable Pay		
Annual Performance linked Compensation(APLC)		20,000
Total Cost to the Company (CTC)		240,000
Take Home		
BASIC + HRA + CONV.+ MEDICAL+Allow+Bonus	16,665	
Deductions:		
Provident Fund (Employee)	1,669	
ESI(If applicable)	138	
Professional Tax (as applicable)	150	
Total Deductions:	1,957	
Net Take Home	14,708	

Insurance Benefits: Health and accidental coverage of **INR. 200,000.00** For Employee and employee's immediate family (Spouse and Children). Please note that the compensation details are to be kept confidential and undisclosed.

Sincerely,

Received and Accepted

Vijaya Lakshmi V.R
Director-Operations

Signature of the Employee
Date:

Date: 12-Jan-2020

Personal & Confidential

G.SRAVANTHI

Offer of employment

Dear G.SRAVANTHI,

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-2020

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.



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 G.SRAVANTHI, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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-2020

Personal & Confidential

M.NAVYA

Offer of employment

Dear M.NAVYA,

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-2020

Place of Work: Hyderabad, Madhapur
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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.



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 M.NAVYA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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:

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

24-Jan-2020

Dear **M.RAMADEVI**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company' or 'Accenture'), in our Accenture Operations Delivery Centers in India, **Hyderabad**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- Business Operations New Associate

Career Level- **13**

Sublevel-3

Talent Segment-**Program, Project & Service Mgmt**

Business Deal-Non Contact Center

Your annual total cash compensation will be **INR 185200** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 160000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY18 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. The IPB is linked to your performance achievement and Company's performance. The IPB payouts can range from **0%** to **15.75%** of the eligible earning in FY18. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year. More details on the IPB programme will be communicated to you after joining. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the IPB programme guidelines.

On joining you may undergo a training program in our Accenture Operations Delivery Centers in India to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with Accenture are contingent upon you successfully completing the training program as per the satisfaction of Accenture. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 5.1 September 2019

1

Candidate's Signature __

Reference Id: f913d8d8-1f63-4ffe-a994-9c505dd3d8b6_2 Signed By: Ramesh Lakshmanan
Krishnan

Ramesh Lakshmanan
Principal
PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500086

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Accenture will be governed by the attached Annexure 2 ' Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 ' Documentation.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Additionally, on the date of joining the Company, you would be required to sign and agree to the terms and conditions of a Service Agreement. As per the terms of the Service Agreement, in the event you choose to leave the Company, before the completion of **9 months** from the date of joining the Company, the Service Agreement amount of **INR 30,000/-** will be construed as debt due and payable by you to the Company. You will not be liable to make any payment of the aforementioned amount to Accenture under the Service Agreement if the termination of your employment is as a result of: a) Your redundancy; or
b) Your dismissal for any other reason (other than in circumstances where Accenture is entitled to and does dismiss you for misconduct, absenteeism or any material breach of your contract of employment or of Accenture policies); or
c) Your resignation on the basis that you are no longer able to work because of long term ill-health or disability (upon submission of relevant document of proof).

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

M.RAMADEVI, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **anuvita.bajpai** at **9493936695** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Ramesh K
Lead 'Accenture Operations Delivery Centers in India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

Candidate's signature_____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
Annual(INR)		
(A) Annual Fixed Compensation*	INR 160000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	15.75%
Annual Total earning potential (A+B)	Min.	Max.
	INR 160000	INR 185200

*** Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.**

Note: For International Worker Only*

*As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

- Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under :
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
- Personal Accident coverage up to three times your annual fixed compensation
- Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
- Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2019, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-'-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number.

Version 5.1 September 2019
Signature _____

6

Candidate's

Date: 12-Jan-2020

Personal & Confidential

M.SAHITHYA

Offer of employment

Dear M.SAHITHYA,

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-2020

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.



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 M.SAHITHYA, 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
Gross Monthly Salary	20,630	2,47,560
Statutory Components		
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
Cost to the Company**		2,80,000

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 it's 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:

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

24-Jan-2020

Dear N.SUSMITHA,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company' or 'Accenture'), in our Accenture Operations Delivery Centers in India, **Hyderabad**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- Business Operations New Associate

Career Level- 13

Sublevel-3

Talent Segment-**Program, Project & Service Mgmt**

Business Deal-Non Contact Center

Your annual total cash compensation will be **INR 185200** and will be structured as per the attached Annexure 1 ' Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 160000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY18 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. The IPB is linked to your performance achievement and Company's performance. The IPB payouts can range from **0%** to **15.75%** of the eligible earning in FY18. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year. More details on the IPB programme will be communicated to you after joining. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the IPB programme guidelines.

On joining you may undergo a training program in our Accenture Operations Delivery Centers in India to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with Accenture are contingent upon you successfully completing the training program as per the satisfaction of Accenture. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 5.1 September 2019

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Candidate's Signature __

Reference Id: f913d8d8-1f63-4ffe-a994-

9c505dd3d8b6_2 Signed By: Ramesh Lakshmanan

Krishnan

Ramesh Lakshmanan
Principal
PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500086

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
Annual(INR)		
(A) Annual Fixed Compensation*	INR 160000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	15.75%
Annual Total earning potential (A+B)	Min.	Max.
	INR 160000	INR 185200

*** Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.**

Note: For International Worker Only*

'As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under :
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2019, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-'-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number.

Version 5.1 September 2019
Signature _____

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Candidate's

OFFER LETTER

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Swetha,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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

GENPACT

INTELLIGENT ENTERPRISES POWERED BY PROCESS

Date: 12/12/2019

Dear Veena Kumari,

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. 18000/- CTC per month. We would expect you to report on 17/07/2020.

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

Dec 09, 2019

Dear **K.KARUNA,**

Congratulations! We are impressed with your performance in the interview and pleased to offer you employment with People Tech Group as **Junior Software Engineer**. You will be paid a commencing salary of **INR. 2.4 CTC per Annum**.

This offer is valid for 2 days from date of release of this offer letter to you. Please confirm your offer acceptance and willingness to join by signing the copy of this letter. Please note that your appointment is subject to clear verification of your previous employment credentials, references, completion of academic program, physical fitness and submission of all the required documents. Your offer stands void and revoked with or without notice for any lawful reason.

Your employment would be subject to the Terms & Conditions, policies of the company and would be clearly captured in your appointment letter.

Please note that it is essential to report on time in People Tech office on your joining day to complete the joining formalities and required documentation as specified.

Please bring/send the originals and a set of photocopies of the following documents:

1. All Education certificates and mark sheets. Photocopies should include both front and back of certificates.
2. The Relieving and Experience letter of your latest employer
3. Proof of Identity (PAN & AADHAR)
4. Valid Passport
5. 3 Passport size photographs
6. Form-16 (If applicable)


Note: If you have ever changed your name at any point in time, and for any reason whatsoever, please bring supporting documents for the same.

The Terms and Conditions of the offer are as follows:

PeopleTechEnterprisesPrivateLimited
Door No: D No. 1-80/1/L/NR/C/P, Plot # 76, Lumbini Avenue, Hitechcity,
Gachibowli Hyderabad-500089 Telephone:040 41239999

1. Your appointment is contingent upon satisfactory reference & background checks, including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
2. Your designation may be changed at the discretion of the Company depending on the work assigned to you and the requirement/business needs of the company.
3. Your employment with the company is at-will. If you are separating voluntarily, you are required to serve notice period of 60 days, failure to give you're the requisite notice two months salary has to be paid to company . Irrespective of any changes during your employment at the company, this at-will relationship is not intended to change, except when in a client facing assignment. At any stage of your employment with the company, if you are working on a client facing assignment or if you are in a role which requires knowledge transfer necessarily, you shall be required to conduct knowledge transfer before being relieved. While working on a client facing assignment, you or the Company may terminate your service at any time by giving 60 days of notice or one months' basic salary in lieu thereof except in some circumstances, based on the need and the client concerned, the company may require you to serve a period of 90 days for transition.
4. Upon your resignation, you are required to return all company's assets and property back to the relevant person(s)/department(s).
5. Your remuneration shall remain confidential and is to be strictly kept between yourself and the Company. You should be aware that your compensation is determined based on numerous factors such as your job, skills, specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
6. During your service with the Company you are expected to devote your time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
7. Any Information pertaining to company operations are to be treated as intellectual property and is bound by a confidentiality and a non-disclosure clause of your terms of employment. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
8. If any information furnished to the Company in pursuance to your application for employment or during the selection process is found at any time to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without any notice or compensation.
9. You shall abide by all the rules and regulations of the Company which are in force

PeopleTechEnterprisesPrivateLimited
Door No: D No. 1-80/1/L/NR/C/P, Plot # 76, Lumbini Avenue, Hitechcity,
Gachibowli Hyderabad-500089 Telephone:040 41239999


PRINCETON INSTITUTE OF ENGINEERING
& TECHNOLOGY FOR WOMEN
Chowdaryguda, Korremula (V),
Ghatkesar (M), Medchal Dist, T S-500084

from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please acknowledge your acceptance.

Welcome to People Tech Group!

Date of Joining: **07-July-2020**

Sincerely,

Vijaya Lakshmi V.

K.KARUNA

Director-Operations

Date: **09-Dec-2019**

Encl: Annexure and Salary Break-up.

PeopleTechEnterprisesPrivateLimited
Door No: D No. 1-80/1/L/NR/C/P, Plot # 76, Lumbini Avenue, Hitechcity,
Gachibowli Hyderabad-500089 Telephone:040 41239999


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Ghatkesar (M), Medchal Dist, T S-500084

COMPENSATION STRUCTURE

NAME : **K.KARUNA** DESIGNATION
: **Junior Software Engineer**
LOCATION : **Hyderabad.**

Salary Structure		
Head of Allowance	Per Month	Per Annum
A. Fixed Component :		
Basic Pay	5,500	66,000
HRA	2,750	33,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Special Allowance	4,465	53,580
Advance Bonus	1100	13,200
Company PF Contributions	1,669	20,028
Total Monthly Gross	18,333	220,000
B. Variable Pay		
Annual Performance linked Compensation(APLC)		20,000
Total Cost to the Company (CTC)		240,000
Take Home		
BASIC + HRA + CONV.+ MEDICAL+Allow+Bonus	16,665	
Deductions:		
Provident Fund (Employee)	1,669	
ESI(If applicable)	138	
Professional Tax (as applicable)	150	
Total Deductions:	1,957	
Net Take Home	14,708	

Insurance Benefits: Health and accidental coverage of **INR. 200,000.00** For Employee and employee's immediate family (Spouse and Children). Please note that the compensation details are to be kept confidential and undisclosed.

Sincerely,

Received and Accepted

Vijaya Lakshmi V.R
Director-Operations

Signature of the Employee
Date:

OFFER LETTER

Dec 09, 2019

Dear **N.SUSHMITHA,**

Congratulations! We are impressed with your performance in the interview and pleased to offer you employment with People Tech Group as **Junior Software Engineer**. You will be paid a commencing salary of **INR. 2.4 CTC per Annum**.

This offer is valid for 2 days from date of release of this offer letter to you. Please confirm your offer acceptance and willingness to join by signing the copy of this letter. Please note that your appointment is subject to clear verification of your previous employment credentials, references, completion of academic program, physical fitness and submission of all the required documents. Your offer stands void and revoked with or without notice for any lawful reason.

Your employment would be subject to the Terms & Conditions, policies of the company and would be clearly captured in your appointment letter.

Please note that it is essential to report on time in People Tech office on your joining day to complete the joining formalities and required documentation as specified.

Please bring/send the originals and a set of photocopies of the following documents:

1. All Education certificates and mark sheets. Photocopies should include both front and back of certificates.
2. The Relieving and Experience letter of your latest employer
3. Proof of Identity (PAN & AADHAR)
4. Valid Passport
5. 3 Passport size photographs
6. Form-16 (If applicable)


Note: If you have ever changed your name at any point in time, and for any reason whatsoever, please bring supporting documents for the same.

The Terms and Conditions of the offer are as follows:

PeopleTechEnterprisesPrivateLimited
Door No: D No. 1-80/1/L/NR/C/P, Plot # 76, Lumbini Avenue, Hitechcity,
Gachibowli Hyderabad-500089 Telephone:040 41239999

1. Your appointment is contingent upon satisfactory reference & background checks, including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
2. Your designation may be changed at the discretion of the Company depending on the work assigned to you and the requirement/business needs of the company.
3. Your employment with the company is at-will. If you are separating voluntarily, you are required to serve notice period of 60 days, failure to give you're the requisite notice two months salary has to be paid to company . Irrespective of any changes during your employment at the company, this at-will relationship is not intended to change, except when in a client facing assignment. At any stage of your employment with the company, if you are working on a client facing assignment or if you are in a role which requires knowledge transfer necessarily, you shall be required to conduct knowledge transfer before being relieved. While working on a client facing assignment, you or the Company may terminate your service at any time by giving 60 days of notice or one months' basic salary in lieu thereof except in some circumstances, based on the need and the client concerned, the company may require you to serve a period of 90 days for transition.
4. Upon your resignation, you are required to return all company's assets and property back to the relevant person(s)/department(s).
5. Your remuneration shall remain confidential and is to be strictly kept between yourself and the Company. You should be aware that your compensation is determined based on numerous factors such as your job, skills, specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
6. During your service with the Company you are expected to devote your time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
7. Any Information pertaining to company operations are to be treated as intellectual property and is bound by a confidentiality and a non-disclosure clause of your terms of employment. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
8. If any information furnished to the Company in pursuance to your application for employment or during the selection process is found at any time to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without any notice or compensation.
9. You shall abide by all the rules and regulations of the Company which are in force

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Ghatkesar (M), Medchal Dist, T S-500084

from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please acknowledge your acceptance.

Welcome to People Tech Group!

Date of Joining: **07-July-2020**

Sincerely,

Vijaya Lakshmi V.

N.SUSHMITHA

Director-Operations

Date: **09-Dec-2019**

Encl: Annexure and Salary Break-up.

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COMPENSATION STRUCTURE

NAME : **N.SUSHMITHA**
DESIGNATION : **Junior Software Engineer**
LOCATION : **Hyderabad.**

Salary Structure		
Head of Allowance	Per Month	Per Annum
A. Fixed Component :		
Basic Pay	5,500	66,000
HRA	2,750	33,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Special Allowance	4,465	53,580
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Total Cost to the Company (CTC)		240,000
Take Home		
BASIC + HRA + CONV.+ MEDICAL+Allow+Bonus	16,665	
Deductions:		
Provident Fund (Employee)	1,669	
ESI(If applicable)	138	
Professional Tax (as applicable)	150	
Total Deductions:	1,957	
Net Take Home	14,708	

Insurance Benefits: Health and accidental coverage of **INR. 200,000.00** For Employee and employee's immediate family (Spouse and Children). Please note that the compensation details are to be kept confidential and undisclosed.

Sincerely,

Received and Accepted

Vijaya Lakshmi V.R
Director-Operations

Signature of the Employee
Date:

OFFER LETTER

Dec 09, 2019

Dear **NOUREEN SABA,**

Congratulations! We are impressed with your performance in the interview and pleased to offer you employment with People Tech Group as **Junior Software Engineer**. You will be paid a commencing salary of **INR. 2.4 CTC per Annum**.

This offer is valid for 2 days from date of release of this offer letter to you. Please confirm your offer acceptance and willingness to join by signing the copy of this letter. Please note that your appointment is subject to clear verification of your previous employment credentials, references, completion of academic program, physical fitness and submission of all the required documents. Your offer stands void and revoked with or without notice for any lawful reason.

Your employment would be subject to the Terms & Conditions, policies of the company and would be clearly captured in your appointment letter.

Please note that it is essential to report on time in People Tech office on your joining day to complete the joining formalities and required documentation as specified.

Please bring/send the originals and a set of photocopies of the following documents:

1. All Education certificates and mark sheets. Photocopies should include both front and back of certificates.
2. The Relieving and Experience letter of your latest employer
3. Proof of Identity (PAN & AADHAR)
4. Valid Passport
5. 3 Passport size photographs
6. Form-16 (If applicable)


Note: If you have ever changed your name at any point in time, and for any reason whatsoever, please bring supporting documents for the same.

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2. Your designation may be changed at the discretion of the Company depending on the work assigned to you and the requirement/business needs of the company.
3. Your employment with the company is at-will. If you are separating voluntarily, you are required to serve notice period of 60 days, failure to give you're the requisite notice two months salary has to be paid to company . Irrespective of any changes during your employment at the company, this at-will relationship is not intended to change, except when in a client facing assignment. At any stage of your employment with the company, if you are working on a client facing assignment or if you are in a role which requires knowledge transfer necessarily, you shall be required to conduct knowledge transfer before being relieved. While working on a client facing assignment, you or the Company may terminate your service at any time by giving 60 days of notice or one months' basic salary in lieu thereof except in some circumstances, based on the need and the client concerned, the company may require you to serve a period of 90 days for transition.
4. Upon your resignation, you are required to return all company's assets and property back to the relevant person(s)/department(s).
5. Your remuneration shall remain confidential and is to be strictly kept between yourself and the Company. You should be aware that your compensation is determined based on numerous factors such as your job, skills, specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
6. During your service with the Company you are expected to devote your time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
7. Any Information pertaining to company operations are to be treated as intellectual property and is bound by a confidentiality and a non-disclosure clause of your terms of employment. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
8. If any information furnished to the Company in pursuance to your application for employment or during the selection process is found at any time to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without any notice or compensation.
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The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please acknowledge your acceptance.

Welcome to People Tech Group!

Date of Joining: **07-July-2020**

Sincerely,

Vijaya Lakshmi V.

NOUREEN SABA

Director-Operations

Date: **09-Dec-2019**

Encl: Annexure and Salary Break-up.

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COMPENSATION STRUCTURE

NAME : **NOUREEN SABA**
DESIGNATION : **Junior Software Engineer**
LOCATION : **Hyderabad.**

Salary Structure		
Head of Allowance	Per Month	Per Annum
A. Fixed Component :		
Basic Pay	5,500	66,000
HRA	2,750	33,000
Medical	1,250	15,000
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Sincerely,

Received and Accepted

Vijaya Lakshmi V.R
Director-Operations

Signature of the Employee
Date: